



# Guide to Navigating the Online HSA-Alt Administration Independent Field Test for Writing

Fall 2016

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*Prepared by the American Institutes for Research®*



The information contained in this document is to be used only for the alternate assessments that students will take using computers or tablets.

This guide is not to be used for the paper-based alternate assessments.

Descriptions of the operation of the Test Information Distribution Engine, Test Delivery System, and related systems are property of the American Institutes for Research (AIR) and are used with the permission of AIR.

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## Section I. About the Alternate Assessments

The Hawai'i Statewide Assessment Program (HSAP) includes alternate assessments (HSA-Alt) in English Language Arts (ELA), Mathematics and Science. These assessments are linked to the Hawaii Common Core Standards and/or Hawai'i State Content and Performance Standards (HCPS III) through the Hawai'i State Alternate Assessment content specifications. (The content specifications are posted in the Test Coordinators / Test Administrators section of the HSA-ALT Resources page at [alohahsap.org](http://alohahsap.org)). Students in grades 3–8 and 11 are administered the Hawai'i State Alternate Assessments in ELA and Mathematics. Students in grades 4, 8 and 11 are also administered the Hawai'i State Alternate Assessment in Science.

In addition, there will be an online Independent Field Test for Writing from September 26 through October 28, 2016. This field test will involve students enrolled in grades 4-9, and 12 for the 2016-2017 school year, who are eligible to take the HSA-Alt and do not require a Paper/Pencil exception.

### Introduction to the Online Alternate Assessments (Online HSA-Alt)

The Hawai'i Department of Education and the American Institutes for Research (AIR), developed online alternate assessments that allow students to use computers or tablets to access the assessments. For some items, students who select an incorrect answer option are given another chance to select the correct answer. The incorrect option that was selected disappears from the screen, in the same way it would be removed by a teacher administering a paper and pencil version of the assessment.

These online alternate assessments are available within the **Online Testing System**. Thus, the process of taking these online alternate assessments is similar to taking the HSA Science and Smarter Balanced tests or EOC Exams in the following ways:

- Test Administrators create an online test session for students.
- Students use the secure browser to access the alternate assessments on an iPad, tablet, or other device such as a Chromebook, laptop or desktop computer.

## Section II. Introduction to this User Guide

This user guide provides information about how to use the Online Testing System. This section describes the contents of this document and includes a key for identifying icons and elements found throughout the guide.

This user guide does not provide information regarding policies for administering the alternate assessment or how to identify which students should take the online version. For information about these policies and procedures, refer to the *HSA-Alt Test Administration Manual* on the [HSA-Alt portal](#) in the *Resources > Test Coordinators / Test Administrators* section.

### User Guide Content

The following sections are included in this user guide:

- [Overview of the Online Testing System](#) provides an overview of online testing and general test rules.
- [Accessing the TA Sites](#) explains how to access and log in to the Test Administration (TA) Sites.
- [Overview of the Test Administration Sites](#) describes the overall layout of the TA sites and highlights the important tasks and functions.
- [Administering Online Tests](#) outlines the process for creating a test session, approving students for testing, pausing tests, and logging out.
- [Accessing Online Alternate Assessments](#) explains how to log in to the Student Testing Site and select an alternate assessment.
- [Understanding the Student Testing Site](#) describes the layout of the alternate assessments and items as they appear on the screen.
- [Proceeding Through a Test](#) provides an overview of how to navigate through the items and submit the assessment.
- [Appendix A](#), [Appendix B](#), and [Appendix C](#) provide information on configuring tablets for testing; a “Quick Guide” to creating test sessions and logging in; and Help Desk contact information in case of technical difficulties in accessing or using the HSAP systems.

Table 1. Key Icons and Elements

Icon	Description
	<b>Alert:</b> This symbol accompanies important information regarding a procedure.
	<b>Note:</b> This symbol accompanies helpful information or reminders.

	<b>Policy:</b> This symbol accompanies information regarding test administration policies.
<b>Text</b>	Bold text is used to indicate a link or button that is clickable.
	<b>Warning:</b> This symbol accompanies information regarding actions that may cause errors.

## Intended Audience

This user guide is intended for Test Administrators responsible for proctoring tests with the Online Testing System. To use this system, you should be familiar with using a web browser to retrieve data and with filling out web forms. You should also be familiar with printing documents and adjusting a computer's audio settings, and with the use of iPads (or other tablets) for testing.

## Additional Resources

The following publications provide additional information:

- For policies and procedures that govern secure and valid test administration, refer to the *HSA-Alt Test Administration Manual*.
- For information about supported operating systems and browsers, refer to the *HSAP System Requirements* document
- For information about student and user management, refer to the *HSAP TIDE User Guide*.
- For information about network and Internet requirements, and general peripheral and software requirements, see the *HSAP Technical Specifications Manual for Online Testing*.
- For information about installing secure browsers, refer to the *Secure Browser Installation Manual*.

The above resources are available on the [HSA-Alt portal](#) in the *Resources* section, under either Test Coordinators / Test Administrators or Technology Coordinators.

## Section III. Overview of the Online Testing System

The Online Testing System delivers Hawai'i's online tests. The following sections describe highlights of online testing in general and the Online Testing System in particular.

### Description of the Online Testing System's Sites

The Online Testing System consists of practice and training sites and operational testing sites. The practice and training sites function identically to the operational testing sites.

- **Practice and Training Sites**
  - **TA Training Site:** Allows TAs to practice setting up a test session and administering tests.
  - **Student Training Site:** Allows students to practice taking tests online and using test tools.
- **Operational Testing Sites**
  - **TA Live Site:** Allows TAs to set up a test session and administer operational tests.
  - **Student Testing Site:** Allows students to take operational tests.

### User Roles and System Requirements

Access to the practice and training, and operational testing sites depends on your user role and browser.

- TAs can use any supported web browser to access either the TA Training Site or the TA Live Site.
- Students, TAs, and parents can use a supported web browser or secure browser to access the Student Training Site as guests. Students can also sign in to a training test session created by a TA, using their first name and 10-digit SSID#.
- Students use a secure browser to access the Student Testing Site.

For information about supported operating systems and browsers, see the *System Requirements* document available on the HSA-Alt Portal ([http://alohahsap.org/HSA\\_ALT](http://alohahsap.org/HSA_ALT)).

## **General Rules of Online Testing**

This section describes the rules for administering online tests.

### **Accommodation Rules**

See the *Fall 2016 HSA-Alt Test Administration Manual for the Independent Field Test for Writing* for additional information about allowed accommodations for the HSA-Alt.

### **Pause Rules**

TAs and students can pause a test in order to temporarily log the student out of the test session. HSA-Alt assessments have no pause limit and may be re-started at any time during the testing window.

### **Test Timeout Rules**

A warning message displays after 45 minutes of test inactivity. Students who do not click **OK** within 30 seconds after this message appears are logged out. This timeout automatically pauses the test.

### **Test Opportunity Expiration Rules**

Opportunities refer to the number of times a student can take a test within a range of dates. HSA-Alt assessments have one opportunity per student per subject area. A student's test opportunity remains active until the student submits the test or until the opportunity expires at the end of the testing window. Once a test opportunity expires, the student cannot complete or review the test.

## Section IV. Accessing the TA Sites

The HSA-Alt portal provides authorized Test Administrators (TAs) access to the Online Testing System.

- The **TA Live Site** is used to create operational test sessions.
- The **TA Training Site** is used to create practice test sessions.



- TAs must have attended a face-to-face training session **OR** have completed the online HSA-Alt TA Certification Course for Online Administration before they can access the Online Testing System. (The certification course can be found in the Training card of the Test Administration section of the HSA-ALT page at [alohahsap.org](http://alohahsap.org)).
- The School Principal or Test Coordinator must use TIDE to add a qualified staff member as a TA before they can take the TA Certification Course for Online Administration.

### Accessing the TA Live Site

- Navigate to the HSA-Alt Portal ([http://alohahsap.org/HSA\\_ALT/](http://alohahsap.org/HSA_ALT/)).
- Select either **Teachers** or **Test Coordinators/Administrators/Second Raters**.

You are directed to a page that includes links to the available HSAP applications.

Figure 1. HSAP Portal User Cards

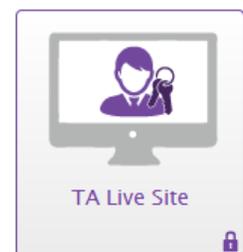


- Select **TA Live Site**. The login page opens.
- Enter your email address and password into the respective text fields.
- Click **Secure Login**. The TA Live Site loads.



**Note:** The TA Live Site is used to administer the HSA-Alt independent Field Test for Writing.

Figure 2. Portal Card for TA Live Site



## Accessing the TA Training Site

1. Navigate to the HSA-Alt Portal ([http://alohahsap.org/HSA\\_ALT/](http://alohahsap.org/HSA_ALT/)).
2. Select either **Teachers** or **Test Coordinators/Administrators/Second Raters**.

You are directed to a page that includes links to the available HSAP applications.

Figure 3. HSAP Portal User Cards



3. Select **Training Sites**. You are directed to the **Training Sites** page.
4. Select **TA Training Site**. The login page opens.
5. Enter your email address and password into the respective text fields.
6. Click **Secure Login**. The TA Training Site loads.

Figure 4. Portal Cards for TA Training Site



**Note:** For information about logging out of the TA Site, see the section [Logging Out of the TA Site](#).

## About Usernames and Passwords

Your username is the email address associated with your account in the Test Information Distribution Engine (TIDE).



### Alert: Important Information Regarding Your Passwords

If you are a user who has recently been added to TIDE, you should have received an email from [HSAP-DoNotReply@airast.org](mailto:HSAP-DoNotReply@airast.org) that contains a temporary password and a link to sign in to HSAP systems. *You must log in with your temporary password within three days of receiving the email in order to activate your account.* The temporary password is valid for three (3) days. You will be prompted to update your password and select and answer a security question.

#### Did your first temporary password expire?

If you did not log in within three days of receiving the first password email and activate your account, select the **Click here to request one** link in the *First Time User* section of the **Login** page to request a new temporary password. Enter your email address in the *Email Address* field and click **Next**. You will receive another email containing a new temporary password, which also expires in three days.

#### Did you forget your password?

If you forgot your password, you can reset it. Click the **Forgot Your Password?** button on the login page. Enter your email address in the *Email Address* field and click **Next**. Enter the answer for your selected security question and click **OK**. You will receive an email containing a new temporary password, which also expires in three days. (It may take up to 10 minutes to receive the new email.)

**Did you not receive an email containing a temporary password?**

Emails containing the temporary password come from [HSAP-DoNotReply@airast.org](mailto:HSAP-DoNotReply@airast.org). Check your spam folder to make sure your email provider did not categorize it as “junk” mail. If you still do not have an email containing your temporary password, contact your Test Coordinator to make sure you were added to TIDE. Only users who have been added to TIDE will receive an account email with a temporary password.

**Additional Help**

If you are unable to log in, contact the HSAP Help Desk for assistance. You must provide your name and email address. Contact information is available in the Appendix C, User Support section of this user guide.

## Section V. Overview of the Test Administration Sites

This section describes the test administration sites for TAs. Throughout the rest of this user guide, “TA Site” refers to both the TA Live Site and TA Training Site.

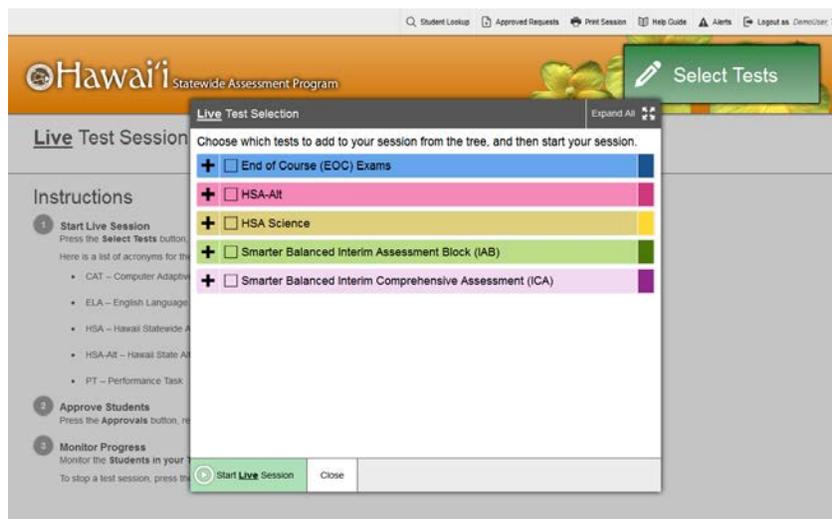


**Warning:** Do not use the TA Live Site for practice. To practice administering tests, use the TA Training Site. Both TA Sites have the same functionality, but the available tests are different. Tests provided in the TA Live Site are operational and students’ scores will be official.

### TA Site Layout

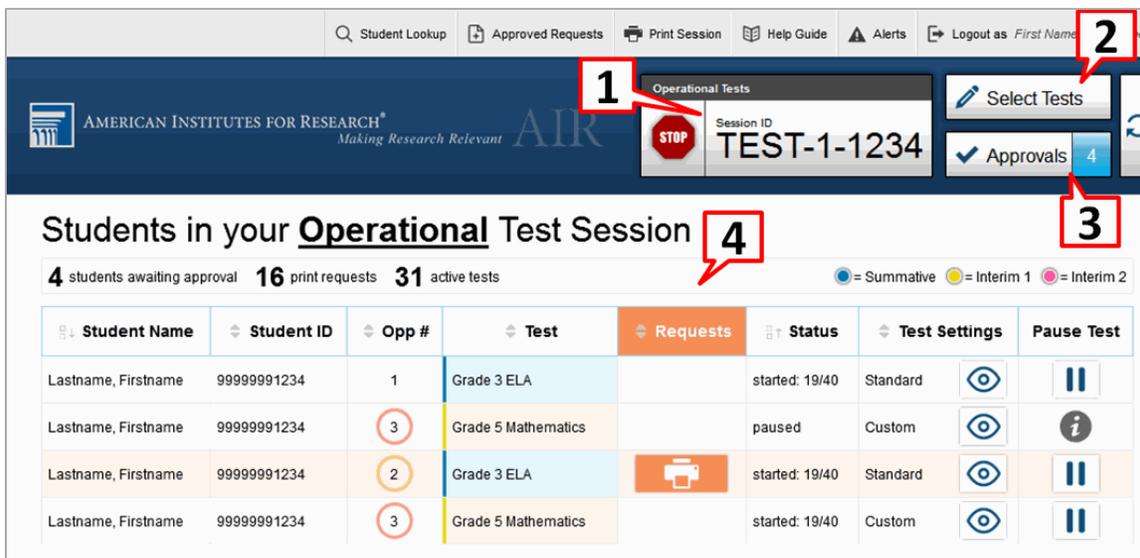
When you first log in to the TA Site, the **Test Selection** window appears (see [Figure 5](#)), listing the available tests. After you select tests to include in the session and click the **Start Session** button, the test session becomes active.

Figure 5. TA Site with Test Selection Window



When students sign in to the test session and you approve them for testing via the **Approvals** button, the **Students in Your Test Session** table appears on the TA Site. [Figure 6](#) displays the layout of the TA Site during an active test session with students approved for testing. For information about starting test sessions and approving students, see the section [Administering Online Tests](#).

Figure 6. TA Site Layout



Essential features in the TA Site:

1. Session ID
2. **Select Tests** button
3. **Approvals** button
4. **Students in Your Test Session** table

[Table 2](#) provides an overview of the major features available in the TA Site.

Table 2. TA Site Features

Feature	Description/More Information
<b>Student Lookup</b> button	Searches for student information. See the section <a href="#">Looking Up Students</a> .
<b>Print Session</b> button	Prints your screen. See the section <a href="#">Printing Session Information</a> . <i>Federal law (FERPA) prohibits the release of any student's personally identifiable information. Any printouts containing student information must be securely stored and then destroyed when no longer needed.</i>
<b>Help Guide</b> button	Displays the online version of the user guide.
<b>Log Out</b> button	Logs you out of the TA Site. See the section <a href="#">Stopping a Test Session and Logging Out</a> .
<b>Alerts</b> button	Displays alert messages from the Hawai'i Department of Education. See the section <a href="#">Alert Messages</a> .
<b>Stop Session</b> button*	Ends the test session. See the section <a href="#">Stopping a Test Session and Logging Out</a> .
Session ID*	Displays the unique ID generated for the test session.
<b>Select Tests</b> button	Opens the <b>Test Selection</b> window. See the section <a href="#">Starting a Test Session</a> .

Feature	Description/More Information
<b>Approvals</b> button*	Opens the <b>Approvals and Student Test Settings</b> window. See the section <a href="#">Approving Students for Testing</a> .
<b>Refresh</b>  button*	Updates the on-screen information.
<b>Students in Your Test Session</b> table**	Displays the testing progress for students in your test session. See the section <a href="#">Monitoring Students' Testing Progress</a> .

\*Feature appears after you start a test session.

\*\*Feature appears after you approve students for testing.

## TA Site Features

This section provides instructions for using the features available in the banner at the top of the TA Site (see [Figure 7](#)).

Figure 7. TA Site Banner



## Looking Up Students

You can use the student lookup feature to perform a quick or advanced search for student information. This is useful if students signing in to your test session cannot remember their login information.



**Warning: Incorrect student information must be updated before students begin testing.** Update the student's profile in Infinite Campus/eCSSS. The Hawai'i Department of Education (HIDOE) uploads student information from Infinite Campus/eCSSS to the HSAP system on a nightly basis. Student records are updated within 48–72 hours. After a student's record is updated, he or she can begin testing. In addition, the correct test type must be selected in the student's IEP in the eCSSS database, in order to administer the alternate assessments to the student.

*To perform a quick search:*

1. In the banner, click **Student Lookup**.
2. Enter a student's full SSID and click **Search**. Search results appear below the search field (see [Figure 8](#)).

Figure 8. Student Lookup: Quick Search

Quick Search | Advanced Search | Close

Enter the student's full Student ID and click [Submit Student ID] to search for that student's record. Searches by partial Student ID are not permitted.

Student ID: 9999990600 | Submit Student ID

**Search Results**  
First Name: Jwum  
Last Name: Cbmz  
SSID: 9999990600  
Grade: 08  
Date of Birth: 11/10/2001  
Gender: M  
Complex Area: Training Complex Area A  
Complex: Demo School Group 2  
School Name: Kula a'o Hawai'i  
LEP: N  
Ethnicity: 5

To perform an advanced search:

1. Click **Student Lookup > Advanced Search**.
  - a. Select the appropriate complex area and school from the drop-down lists.
  - b. Select the appropriate grade.
  - c. *Optional:* Enter a student's exact first or last name. Partial names are not allowed.
2. Click **Search**. Search results appear below the search fields (see [Figure 9](#)).

Figure 9. Student Lookup: Advanced Search

Quick Search | Advanced Search | Close

Use the drop-down menus to select the Complex Area, School, and Grade for your search. A First or Last Name is required if searching under All Grades.

Complex Area/School: Kula a'o Hawai'i | Grade: All Grades

First Name: | Last Name: Demo

Search

**Search Results**

Student ID	First Name	Last Name	Grade	Details
9998090900	Student	Demo	12	
9998090906	Student	Demo	06	
9998090908	Student	Demo	08	
9998090910	Student	Demo	10	
9998090912	Student	Demo	12	

3. To view a student's information, click  in the Details column.

## Printing Session Information

You can print a snapshot of the TA Site as it currently appears if you wish to keep a hard-copy record of the Session ID or list of approved students.

*To print a snapshot of the page:*

1. In the banner, click **Print Session**. The computer's print dialog window appears.
2. Click **OK**.



**Policy Note:** Federal law prohibits the release of students' personally identifiable information. All printouts must be **securely stored** and then **destroyed** when no longer needed.

## Alert Messages

The Hawai'i Department of Education can send statewide alerts that appear as pop-up messages on the TA Site. To view a record of active alert messages (see [Figure 10](#)), click **Alerts** in the banner.

Figure 10. Record of Alerts

**Alert Messages** Close

This screen contains new alerts and alerts that have not yet expired.

**8/24/2015 at 12:00 PM**  
**Sample Alert 1**  
This is a sample alert message from the Department of Education.

**9/2/2015 at 8:00 AM**  
**Sample Alert 2**  
This is another sample alert message from the Department of Education.

## Section VI. Administering Online Tests

This section contains information on how to start a test session, add tests to the session, verify students' test settings, approve students for testing, and monitor their progress. Please keep in mind that when the instructions indicate the Test Administrator should provide information to the students so that they can sign in to the test session, it is understood that some students will require the Test Administrator to sign in for them.

The basic workflow for administering online tests is as follows:

1. The TA selects tests and starts a test session.
2. Students (or TAs) sign in and request approval for tests.
3. The TA reviews students' requests and approves them for testing.
4. Students pause their tests or complete and submit their tests.
5. The TA stops the test session and logs out.

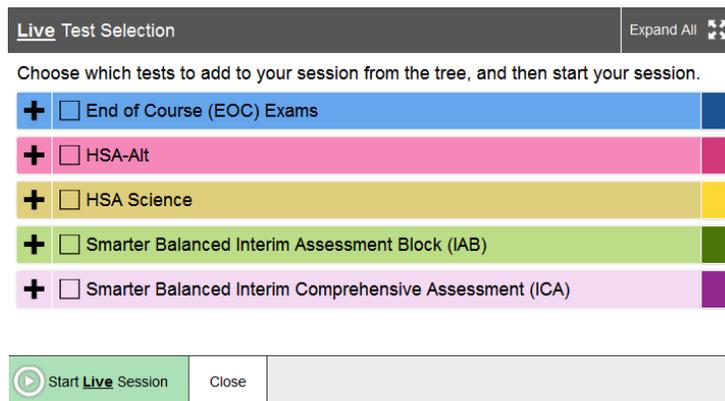
### Starting a Test Session

When you log in to the TA Site, the **Test Selection** window opens automatically (see [Figure 11](#)). This window allows you to select tests and start the session. Only the tests that you select will be available to students who join your session.



**Note:** Pop-up blockers must be disabled on your browser prior to logging into the TA Site. Pop-up windows must be enabled to access the TA Live Site. Please review the *2016-2017 Technical Specifications Manual for Online Testing* manual (page 12), available at [www.alohahsap.org/HSA\\_Alt](http://www.alohahsap.org/HSA_Alt) for additional information.

Figure 11. Test Selection Window



**Note:** The Test Selection Table may also include Smarter Balanced Interim and Summative assessments, HSA Science assessments, and EOC Exams. You may need to collapse these test groups to locate the appropriate HSA-Alt tests.

The **Test Selection** window color-codes tests and groups them into various categories. A test group may include one or more sub-groups. All test groups and sub-groups appear expanded by

default. To collapse a test group, click  (or **Collapse All**). To expand a collapsed test group, click  (or **Expand All**).



**Note:** The Learner Characteristics Inventory (LCI) **does not** need to be completed for students prior to their completion of the HSA-Alt Independent Field Test for Writing. It **will be required** for HSA-Alt testing in Spring 2017.

*To create a new test session:*

1. If the **Test Selection** window is not open, click **Select Tests** in the upper-right corner of the TA Site (otherwise skip to step 2).
2. To select tests for the session, do one of the following:
  - o To select individual tests, mark the checkbox for each test you want to include.
  - o To select all the tests in a test group, mark the checkbox for that group.
3. In the lower-left corner of the window, click **Start Session** (the exact label for this button may vary depending on whether you are starting a training or operational session). The window closes and the Session ID appears on the TA Site.
4. Provide the Session ID to your students. For the alternate assessment, it is likely the Test Administrator will need to assist the student with login procedures.



**Note:** Write down the Session ID in case you accidentally close the browser window and need to return to the active test session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test opportunity in a new session.

*To add tests to an active test session:*

1. In the upper-right corner of the TA Site, click **Select Tests**.
2. In the **Test Selection** window, mark the checkbox for the desired test and click **Add to Session** in the lower-left corner.
3. A confirmation message asks if you are sure you want to modify the tests in your session. To continue, click **Yes**.



**Note:** You **cannot** remove tests from an active session.

## Approving Students for Testing

After students sign in and select tests, you must verify that their settings and accommodations are correct before approving them for testing. When students are awaiting approval, the **Approvals** button next to the Session ID becomes active and bounces until you click it. The number next to this button indicates how many students are awaiting approval (see [Figure 12](#)).

Figure 12. Students Awaiting Approval

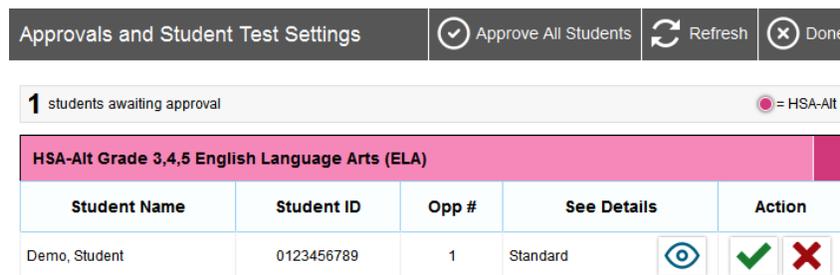


**Note:** The **Approvals** notification updates regularly, but you can also click  in the upper-right corner to update it manually.

To approve students for testing:

1. Click **Approvals**. The **Approvals and Student Test Settings** window appears, displaying a list of students grouped by test (see [Figure 13](#)).

Figure 13. Approvals and Student Test Settings Window



2. To check a student's test settings, click  for that student. The student's information appears (see [Figure 14](#)).
  - a. If any settings are incorrect, update them as required. (*Zoom and Color Contrast* should be verified and updated as necessary **before** approving students to begin a test opportunity. Accommodation Codes may also be displayed but should be disregarded for HSA-Alt students.)



**Alert:** When approving students for testing, you must update the editable settings in this window, rather than in TIDE. You must update the read-only settings in TIDE.

You must review each student's test settings prior to approving the student to test and must exercise caution when using the **Approve All Students** button. As a security measure, a pop-up message confirms that you want to approve all students.

- b. Do one of the following:
  - To confirm the settings, click **Set**. You must still approve the student for testing (see step 5).

- To confirm the settings and approve the student, click **Set & Approve**. Students can start testing once you approve them.
- To return to the **Approvals and Student Test Settings** window without confirming settings, click **Cancel**.

Figure 14. Test Settings Page for a Selected Student

Tests Settings for Lastname, Firstname

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

**Student ID: 99999991234 | Summative Test Name 1 | Opportunity 1**

Expandable Passages:

Zoom:

Suppress Score:

Language: English

3. Repeat step 2 for each student in the list.



**Note:** The **Approvals and Student Test Settings** window does not automatically refresh. To update the list of students awaiting approval, click **Refresh** at the top of the window.

4. If you need to deny a student access to testing, do the following (otherwise skip to step 5):
- a. Click  for that student.
  - b. *Optional:* In the window that appears, enter a brief reason for denying the student.
  - c. Click **Deny**. The student receives a message explaining the reason for the denial and is logged out.



**Note:** If you deny students entry for a test, they can still request access to that test again.

5. If you wish to approve students directly from the **Approvals and Student Test Settings** window, do the following:
- To approve individual students, click  for each student.
  - To approve all students displayed in the list, click **Approve All Students**.

## Monitoring Students' Testing Progress

After you approve students for testing, the **Students in Your Test Session** table appears (see [Figure 6](#)). This table displays the testing progress for each student logged in to your session. [Table 3](#) describes the columns in this table. To sort the table by a given column, click that column header.

Table 3. Columns in the Students in Your Test Session Table

Column	Description
Student Name	Last and first name of the student in the session.
Student ID	SSID associated with the student.
Opp #	Opportunity number for the student's selected test. <i>Note: There is only one opportunity available per student for the HSA-Alt Independent Field Test for Writing.</i>
Test	Name of the test the student selected.
Status	Current status for each student in the session. This column may also indicate how many questions the student has completed out of the total number of test questions.
Test Settings	This column displays one of the following: <ul style="list-style-type: none"> <li>• <b>Standard:</b> Default test settings are applied for this test opportunity.</li> <li>• <b>Custom:</b> One or more of the student's test settings or accommodations differ from the default settings.</li> </ul> To view the student's settings for the current test opportunity, click  .
Pause Test	Pauses the student's test. When a test pauses, this column displays an information button that opens a pop-up message explaining how the test became paused. For more information, see the section <a href="#">Pausing a Student's Test</a> .

## Overview of Student Testing Statuses

[Table 4](#) describes the codes in the Status column of the **Students in Your Test Session** table.

Table 4. Student Testing Statuses

Status	Description
Approved	You approved the student, but the student did not yet start or resume the test.
Started	Student started the test and is actively testing.
Review	Student answered all questions and is currently reviewing answers before completing the test.
Completed	Student submitted the test. The student can take no additional action at this point.
Submitted	Test was submitted for quality assurance review and validation.
Reported	Test passed quality assurance and is undergoing further processing.
Paused*	Student's test is paused. The time listed indicates how long the test has been paused.
Expired*	Test was not completed by the end of the testing window and the opportunity expired.
Pending*	Student is awaiting approval for a new test opportunity.
Suspended*	Student is awaiting approval to resume a test opportunity.

\*Appears when the student is not actively testing. The student's row grays out in such cases.



**Note:** The **Students in Your Test Session** table refreshes at regular intervals, but you can also refresh it manually by clicking  in the upper-right corner.

## Pausing a Student's Test

You can pause a student's test via the Pause Test column in the **Students in Your Test Session** table (see [Figure 6](#)).

*To pause an individual student's test:*

1. In the Pause Test column, click  for that student.
2. Click **Yes** to confirm. The Online Testing System logs the student out and an information button appears in the Pause Test column. See [Pausing Tests](#) for additional information regarding the Pause Rules for HSA-Alt Assessments.

## Stopping a Test Session and Logging Out

This section explains how to stop a test session and log out of the TA Site.

### Stopping a Test Session

When students finish testing or the current testing time slot is over, you should stop the test session. Stopping a session automatically logs out all the students in the session and pauses their tests. Once you stop a test session, you cannot resume it. To resume testing students, you must start a new session.



**Warning:** The Online Testing System automatically logs you out after 45 minutes of both user and student inactivity in the session. This action automatically stops the test session.

*To stop a test session:*

3. In the upper-right corner, click  (see [Figure 12](#)). A confirmation message appears.
4. Click **OK**. The test session stops.

### Logging Out of the TA Site

You should log out of the TA Site only after stopping a test session.

*To log out of the TA Site:*

1. In the banner, click **Log Out**. A warning message appears.
2. In the warning message, click **Log Out**. The HSAP Portal appears.



**Alert:** Navigating away from the TA Site will also log you out. Logging out while a session is in progress stops the session. If you need to access another application while administering tests, open it in a separate browser window.

If you log out from another HSAP system, such as TIDE, you will also log out of the TA Site.

### Accidentally Closing the Browser Window

If you accidentally close the browser while students are testing, your session remains open until it times out. To return to the test session in the TA Site, you must enter the active Session ID.

If you do not return to the active session within 45 minutes, the Online Testing System logs you out and pauses the students' tests.

## Section VII. Accessing Online Alternate Assessments

This section explains how to enter and verify student sign-in information and begin the test. TAs should review [Appendix A](#) prior to beginning the student sign-in process using the secure browser.



**Note:** This section is written from the student perspective. **If students are unable to sign in by themselves, you may assist them or sign in for the students.** If you are logging in for the student, follow the instructions as if you were the student.



**Note:** Students must sign in to the appropriate testing site:

- For sessions created in the TA Live Site, students sign in to the Student Testing Site on the mobile secure browser on the iPad.
- For sessions created in the TA Training Site, students sign in to the Student Training Site via either the mobile secure browser or any supported web browser on the iPad. Students can access the Student Training Site on the HSAP Portal.

### Student Sign-In and Test Selection

Students go through a five-step sign-in process before they can start or resume a test. This process ensures verification of student and test information. Before launching the secure browser to begin the login process, be sure to adjust the sound level on the device, since you will not be able to make any adjustments to the level once Guided Access has been enabled.

#### Step 1 – Signing In

When you open the mobile secure browser on the iPad (or other tablet) for the first time, the secure browser will prompt you to choose your state (“Hawaii”) and your assessment program (“Hawaii Statewide Assessments”).

Figure 15. Select Your State and Assessment Program Screen

Please Select Your State:

Choose Your Assessment Program:

OK

Once you have selected these options the student sign-in page appears automatically.



**Reminder:** TAs must enable Guided Access after launching the mobile secure browser on the iPad **before** logging a student in for testing. Launch Guided Access by clicking the iPad's "Home" button three times in quick succession and following the on-screen instructions. See Appendix A for full instructions on configuring tablets for testing.



**Warning:** Before enabling Guided Access, be sure you know the 4-digit password needed to disable Guided Access. The 4-digit password is set on the iPad under the Settings >> General >> Accessibility >> Guided Access section.

Figure 16. Student Testing Site Sign-In Page

Browser: Secure v8

*Opening the secure browser and signing in:*

1. Launch the secure browser from the student's screen and enable Guided Access.
2. If prompted, enter the state and test, then click **[OK]** and the student sign-in page will appear.



**Note:** To access the Training Tests within the Secure Browser TAs should click on **[Go to the Practice and Training Test Site]** at the bottom of the student login screen, as shown in Figure 16 above.

3. On the student sign-in page, enter the required sign-in information in each of the three fields:
  - a. In the **First Name** field, enter the **student's first name** as it appears in TIDE.
  - b. In the **Student ID** field, enter the student's **SSID** (e.g., 999999987).



**Note:** If students do not know their exact information as it appears in TIDE, you can retrieve it in the TA Site (see the section [Looking Up Students](#)).

- c. In the **Session ID** field, enter the **Session ID** for the created session (e.g., TRAIN-A1B2-3 for training tests, and ORANGE-A1B2-3 for operational tests).
4. Select **Sign In**.

## Common Student Sign-In Errors

The Online Testing System generates an error message and associated code if a student cannot sign in. The following are the most common student sign-in errors. *Note: You may need to watch students to ensure that they are entering all information properly.*

**Student's first name and SSID do not match.** Verify that the student has correctly entered his or her SSID. If this does not work, use the Student Lookup tool to verify the first name associated with the student's SSID. The Student Lookup tool allows you to verify the spelling that appears in the system. (Sometimes the student will enter a variation of his or her first name, which is not accepted. Also, students do not always realize that they must enter only their legal first name. Verify that they are not entering their last name.)

**Session does not exist.** The student entered the Session ID incorrectly or signed in to the wrong site. Verify that the student correctly entered the active Session ID and that it does not contain any unnecessary spaces or characters. Also, verify that both you and the student are using the correct sites. For example, students logged in to the Training Test Site cannot enter a session that was created in the TA Live Site.

**The testing session is closed/expired.** The Session ID entered corresponds with a session that is closed/expired. Ensure that the student enters the correct Session ID for the active session. If this does not work, verify that your session is open. Also, verify that both you and the student are using the correct sites. For example, students signed in to the Training Test Site cannot enter a session that was created in the TA Live Site.



**Note:** TAs cannot resume sessions. If a session is stopped, a new one must be created. Doing so results in a new Session ID.

## Step 2 – Verifying Student Information

After signing in, students see the *Is This You?* page. On this page, students verify their personal information.

Figure 17. Is This You? Sign-In Page

### Is This You?

Please review the following information.

---

First Name: Jane  
Last Name: Smith  
SSID: 1234567890  
Grade: 08  
Date of Birth: December 1, 1998  
School: Demo School

---

**Next Step:**  
If the information is correct, choose **Yes**. If not, choose **No**.

To verify personal information:

1. Verify name, date of birth, school, SSID, and enrolled grade. If all the information is correct, select **Yes**. The **Your Tests** page appears.
2. If any of the information displayed is incorrect, the student must not proceed with testing. The student or TA should select **No**. He or she is redirected to the sign-in page. You must notify the appropriate school personnel that the student's information is incorrect.



**Warning: Incorrect student demographic information must be updated before the student begins testing.**

The information presented on this page reflects the student's information based on his or her SSID. Incorrect information must be updated via Infinite Campus/eCSSS. HDOE uploads student information from Infinite Campus/eCSSS to the HSAP system on a nightly basis. Student records are updated in 48–72 hours. After a student's record is updated, he or she can begin testing.

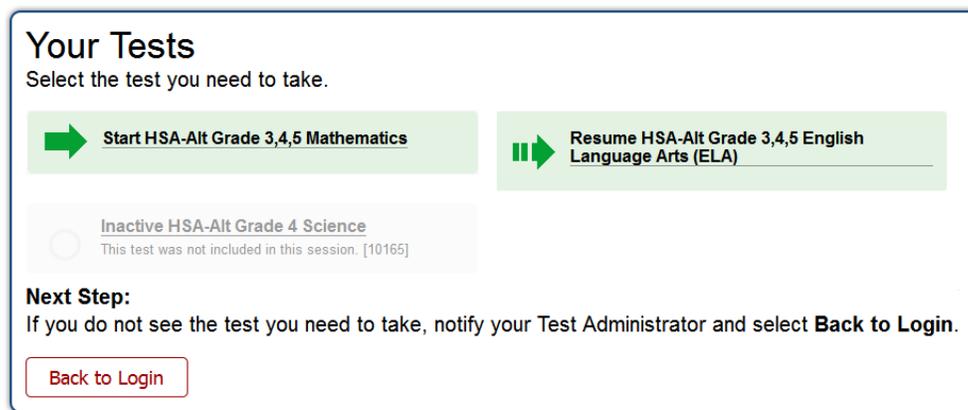
### Step 3 – Selecting the Test

The **Your Tests** page displays the tests the student can take. Students can select only those tests included in the session (and those that have not been completed).

Available tests are color-coded and grouped into categories, just like the tests listed in the **Test Selection** window of the TA Site (see [Figure 11](#)). **Inactive tests are shaded gray.** These tests have already been completed or are not available for this student or session.

If the student has not started a test opportunity, the button for that test is labeled **Start [Test Name]**. If the student has started and paused a test opportunity, the button for that test is labeled **Resume [Test Name]**.

Figure 18. Your Tests Page



To select an available test:

- Students select the required test name. The request is sent to the TA for approval and the **Waiting for TA Approval** message appears.
- If a student's required test is inactive or not displayed, the student should click **Back to Login**. You should verify the test session includes the correct tests and add additional tests, if necessary.



#### Notes:

Smarter Balanced Summative and Interim Assessments, HSA Science Assessments, and EOC Exams may also appear on this page.

If the HSA-Alt tests available for the student are not correct (e.g., the student is in grade 8, but the grade 5 test appears), click **Back to Login**. Verify that the grade associated with the student reflects the correct grade band. The tests available are determined by the grade associated with the student record in TIDE. If you feel that the grade is incorrect, contact your test coordinator.

## Step 4 – Verifying Test Information

After you have approved the student for testing, the student should verify the test information and settings on the *Is This Your Test?* page.

Figure 19. Is This Your Test? Sign-In Page

### Is This Your Test?

Review the following test settings.

Session ID: TRAIN-3BDB-1

#### HSA-Alt Grade 3,4,5 English Language Arts (ELA)

Color Contrast: Black on White (default)

Language: English

Voice Guidance: On

Expandable Passages: On

Zoom: No default zoom applied

**Next Step:**  
If the test name and settings are correct, choose **Yes**. If not, choose **No**.

To verify test information:

- If the settings are correct, select **Yes**. The student proceeds to the **Test Instructions and Help** page.
- If the settings are incorrect, the student should select **No**. After a student's test settings are corrected, the student must sign in and request approval again.

## Step 5 – Audio Playback Check

The **Audio Playback Check** page appears for all HSA-Alt assessments (see [Figure 20](#)). On this page, students and/or the TA verify that they can hear the sample audio.

Figure 20. Audio Playback Check Page

## Audio Playback Check

Make sure audio playback is working.

 To play the sample sound, press the speaker button.

**Next Step:**  
If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.

To check audio settings:

1. Students select the  icon and listen to the audio.
2. Depending on the sound quality, students do one of the following:
  - If the sound is audible, students select **I heard the sound**.
  - If the sound is not audible, students select **I did not hear the sound**. The **Sound Check: Audio Problem** page appears, giving students two options:
    - Students can select **Try Again**. This returns them to the **Audio Playback Check** page.
    - Students can select **Log Out**. You will need to disable Guided Access before you can troubleshoot the device and headphones. It may be necessary to move the student to another device with working audio.

### Troubleshooting Audio Issues

Prior to testing, ensure that audio is enabled on each device and that headsets are functioning correctly. If audio issues occur, do the following:

- Ensure headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the device is not muted.



**Reminder:** Be sure to adjust the sound level on the device before launching the secure browser to begin the login process, since you will not be able to make any adjustments to the level once Guided Access has been enabled.

## Step 6 – Viewing Instructions and Starting the Test

The **Instructions and Help** page provides general testing instructions.



**Note:** This page provides an overview of the interface and test rules primarily for the Smarter Balanced Assessments, HSA Science Assessments, and EOC Exams. Students taking an alternate assessment do not need to review this page.

Figure 21. Instructions and Help Page

**Instructions and Help**  
You may select the question mark button to access this Help Guide at any time during your test.

**Contents**

- [Overview of the Test Site](#)
- [Test Rules](#)
- [About Print-on-Demand and Text-to-Speech](#)

**Overview of the Test Site**

Sample Test Page

**Next Step:**  
To begin your test, choose **Begin Test Now**. If your Test Administrator tells you to log out, choose **Return to Login**.

[Begin Test Now](#) [Return to Login](#)

*To proceed and begin the test:*

- Students select **Begin Test Now**. The test opportunity officially begins or resumes.

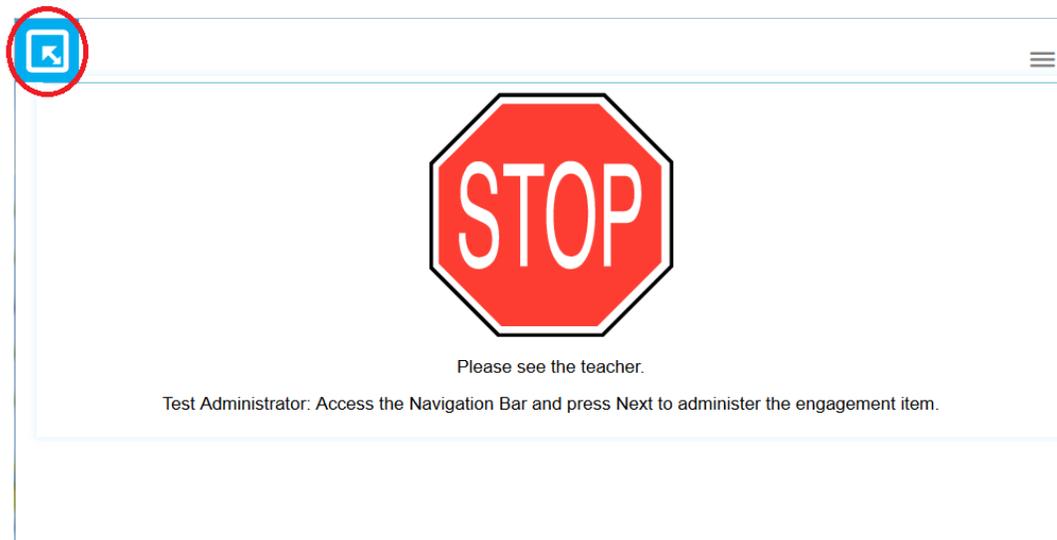
## Section VIII. Understanding the Student Testing Site

This section is designed to familiarize you with the Student Testing Site layout and functionality.

### Test Layout

[Figure 22](#) displays a sample test item in full screen mode.

Figure 22. Sample Engagement Item Page in Full Screen Mode



### About the Navigation Bar

By default, online alternate assessments are presented in full-screen mode, which hides the navigation bar. This section provides instructions for exiting full-screen mode and opening the navigation bar so that you can access the global tools. You will need to follow these steps any time you encounter a STOP sign during testing, as shown in [Figure 22](#) above.

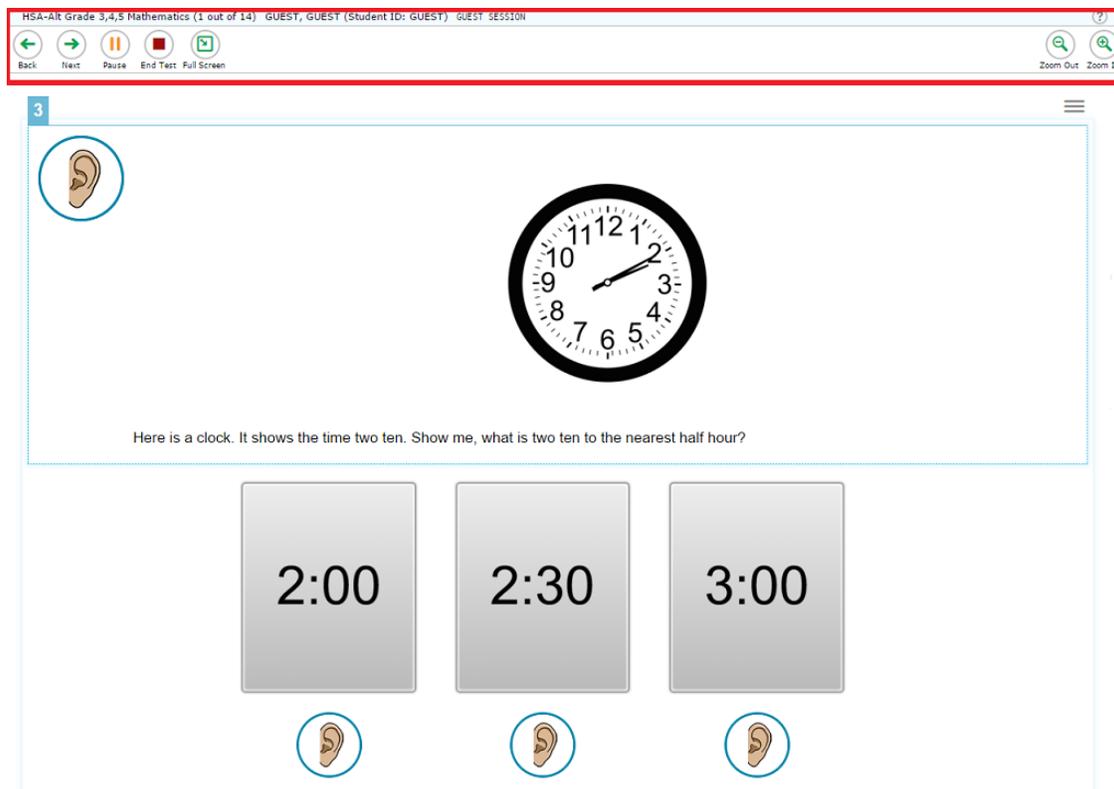
*To open the navigation bar:*

1. Do one of the following:
  - a. *If you are using a tablet*, tap in the upper left corner. The pop-up window appears, asking you to enter a password.
  - b. *If you are using a desktop or laptop computer*, move the mouse cursor over the upper-left corner of the page. A blue arrow icon  appears. Click the arrow. The pop-up window appears, asking you to enter a password.
2. Enter the student's FIRST name as it appears in TIDE as the password and select **OK**.

*To return to full-screen mode:*

- Click the **Full Screen** button in the navigation bar (see [Figure 23](#)). If students are taking the assessment independently, TA should exit full screen prior to allowing the student to continue testing.

Figure 23. Sample Mathematics Item Page with Navigation Bar



## Global Tools

The Student Testing Site has several global tools that TAs can access in the navigation bar (see [Figure 23](#)).

- **Help [?] button:** The [?] button in the upper-right corner opens the on-screen help (*Test Instructions and Help* page).
- **Zoom buttons:** You can zoom in on the item to increase the font size. Four levels of magnification are available.
- **Pause button:** This button pauses the test. When the test resumes, the first page with unanswered items appears.
- **Navigation buttons:** The **Next** button in the upper-left corner permits TAs to skip to the next item or page in the test.



**Policy Note:** The **Back** button may be shown in the Navigation Bar but should not be used during testing. Once an item has been administered to a student it may not be re-administered.

- **Full Screen button:** Select this button to close the Navigation Bar and return to full screen display of the test. The TA should always use the “Full Screen” button to close the Navigation Bar before returning the iPad to the student for continued testing.
- **End Test button:** Select this button when students are done with the test. The process of submitting the test for scoring begins.

## Listening to the Audio

Each item requires students to listen to audio narration. Each answer option also provides audio.

*To listen to the item audio or answer option audio:*

- Select the appropriate ear  icon (see [Figure 23](#)).



**Reminder:** TAs must adjust the volume settings on iPads used for testing **before** entering Guided Access Mode when launching the secure browser.

## Section IX. Proceeding Through a Test

This section describes how to move through an online HSA-Alt assessment, how to pause the test, and how to end and submit the test.

### Completing Test Items

Each item includes an audio button that looks like an ear  (see previous [Figure 23](#)). **You or the student must select this button to listen to the item.** The audio reads aloud the question stem. For ELA items, this will include the full ELA passage on item #1. After the audio plays, the response options and their audio buttons appear and the audio for each response option plays automatically.



**Alert:** Some tasks and items may require the use of a printed manipulative (poster). A red STOP sign will appear on screen prior to the start of a task that requires a printed manipulative for administration of one or more items in the task. See [Figure 22](#). Please refer to the *Fall 2016 HSA-Test Administration Manual for the Independent Field Test for Writing* for a full list of printed manipulatives needed for testing in each grade band or grade.

- The student must select a response option. Students have one opportunity to respond to items with two options, and two opportunities for items with three options.
  - In the case of items with three options, if the first selected response is incorrect, the option is removed and the audio plays again. Students have another chance to select a response.
- When the student selects the correct response option or runs out of opportunities to respond, a **Next Item** button pops up. You or the student must select this button to move on to the next item (see [Figure 24](#)).

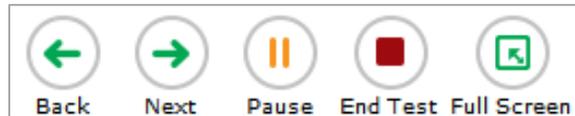
Figure 24. Sample Next Item Button



**Alert:** Some test items have additional Exit Audio that automatically plays after the **Next Item** button pops up. Students and TAs should wait 3-5 seconds after the **Next Item** button pops up before selecting the button to continue, so that any applicable Exit Audio can play in full.

- When all items are completed or the student is done with the test, open the navigation bar and select the red **End Test** button (see [Figure 25](#)).

Figure 25. End Test Button



All selected responses are automatically saved, even when the test is paused.

## Recording a Non-Response

In some cases, a student may not be willing or able to provide a response to an item. In such cases, the TA should open the Navigation toolbar (see [About the Navigation Bar](#)), manually navigate to the next item using the **Next** button, and return to full screen mode. The Online Testing System automatically records the previous item as a non-response for scoring purposes.

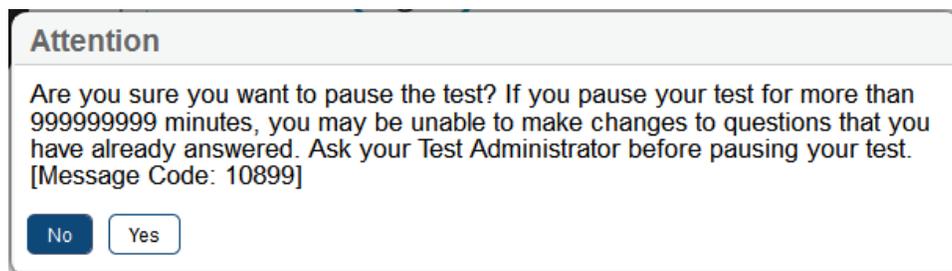


**Alert:** Once a student non-response is entered, it may not be changed and the item may not be re-administered.

## Pausing Tests

To pause the test from the student screen, open the Navigation bar and click the **Pause** button. A confirmation message pops up. Click **Yes** to pause the test.

Figure 26. Pause Test Message



When the student is ready to resume the test, you must start the sign-in process again. When the test is resumed, the first unanswered, required item appears. You may pause and resume the assessment at any time during the Fall 2016 Independent Field Test for Writing testing window (September 26 – October 28, 2016). There is no limit to the number of times or amount of time you may pause an assessment during the open testing window.

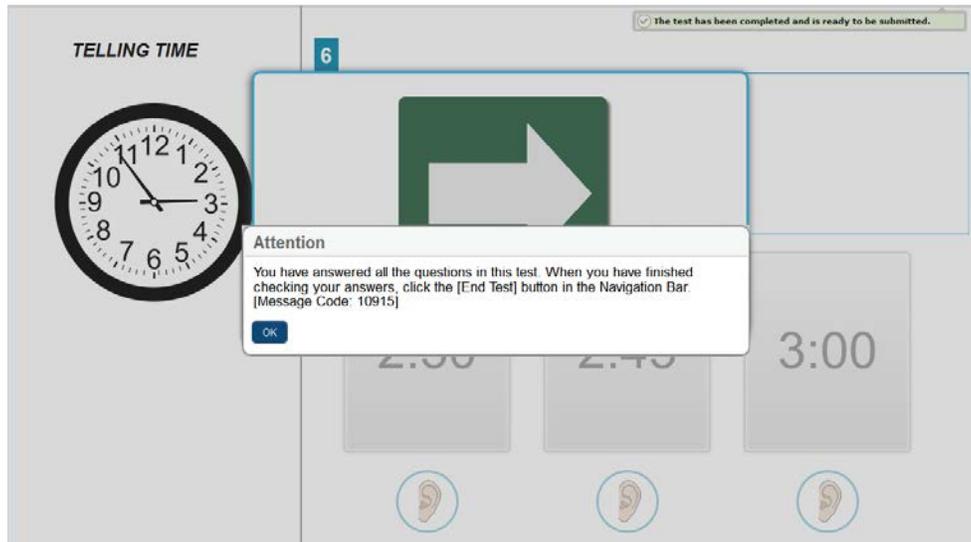


**Warning:** You may not alter any student responses (or non-responses) to previously administered items. If a non-response was recorded for an item, and the test has been paused, the Online Testing System will re-launch the test on the first non-response item. The TA should use the **Next** button in the Navigation Bar to proceed to the first non-administered item for the student.

## Reaching the End of the Test

After students respond to the final test question, a message appears, indicating that all questions in the test have been answered and prompting you to select the **End Test** button in the Navigation Bar.

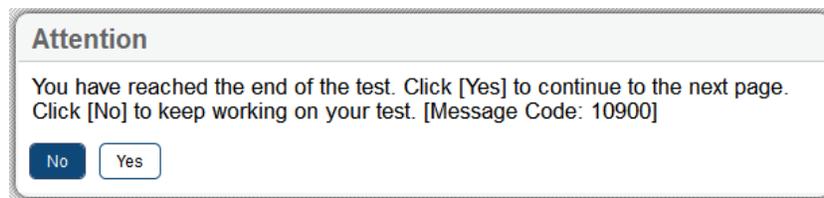
Figure 27. Sample Item Page with End Test Message



*To end a test:*

1. Select **OK** to close the pop-up message.
2. If the navigation bar is not already visible, open it. Instructions for opening the navigation bar are provided in the [About the Navigation Bar](#) section.
3. In the navigation bar, click the **End Test** button. A message appears (see [Figure 28](#)).
4. Select **Yes** to end the test and continue to the next page. If you need the student to continue working, select **No**.

Figure 28. End Test Alert Message



## Ending the Test

When students end a test, the **End Test** page appears (see Figure 29). This page allows students to submit the test for scoring.

Figure 29. End Test Page

**Congratulations, you reached the end of the test!**  
If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

**Questions:**

1	4	7	10	13	16
2	5	8	11	14	17
3	6	9	12	15	18

**Next Step:**  
When you are done reviewing your answers, select **Submit Test**. You cannot change your answers after you submit the test.

A warning icon appears for any unanswered questions (items that were skipped in order to record a No Response). Due to the specific test administration rules of the Online HSA-Alt, **you may not review/change responses** to items once they have been administered or skipped to enter a No Response.

*To submit the test:*

- To complete the testing process, select the **Submit Test** button.



**Alert:**

- After you click **Submit Test**, the test is officially submitted and the test opportunity is now completed.
- **Tests must be submitted by the end of the testing window.** The last day of the testing window for the Fall 2016 Independent Field Test for Writing is October 28, 2016.

## Results Page

After the student submits the test for scoring, the **Test Successfully Submitted** page appears. This page shows the student's name, the test name, and the date the test was completed. Scores are not available for the HSA-Alt Independent Field Test for Writing. The data gathered from the field test will be used to calculate the difficulty levels of the field tested items.

Figure 30. Sample Test Successfully Submitted Page (for HSA-Alt Training Test)

**Your Results**  
Your test was submitted. You may review the test details below.

Student Name: Demo, Student (Student ID: 1234567890)  
Test Name: HSA-Alt Grade 3,4,5 Mathematics  
Test Completed On: 9/13/2016  
You may now log out.

**Next Step:**  
To log out of the test, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

## Appendix A. Configuring Tablets for Testing

Tablets and Chromebooks should be ready for testing **before** giving them to students. For detailed instructions on ensuring tablets and Chromebooks are ready for use, refer to the *Technical Specifications Manual for Online Testing*, which is available on the [HSA-Alt portal](#).

*To configure iOS devices:*



Reminder: TAs must adjust the volume settings on iPads used for testing **before** entering Guided Access Mode when launching the secure browser.

1. Check that your secure browser application has been updated for the new school year. Tap the **App Store** icon on the student's iPad, then tap **Updates** on the bottom right corner to confirm the **AIRSecureTest** secure browser application has been updated.
2. Tap the **AIRSecureTest** secure browser icon.
3. To enable Guided Access, triple-tap the Home button.



Reminder: For iPads using Guided Access, be sure to make a note of the password you use to enable Guided Access. If you enable Guided Access and forget the password, you may need to reset the iPad completely, deleting all settings. If you do not know the password, contact your Technology Coordinator BEFORE trying to enable Guided Access.

4. Tap **Start**. Guided Access activates and the student sign-in page appears.

*To configure Android tablets:*

1. Check that your Secure Browser application has been updated for the new school year. Tap the **Google Play** icon on the student's Android tablet, then tap the **Menu** icon and select **My Apps**. Apps with available updates are labeled *Update*. If the **AIRSecureTest** secure browser application is labeled *Update*, select the **AIRSecureTest** app and touch **Update**.
2. Tap the **AIRSecureTest** secure browser icon.
3. If the secure browser keyboard is not selected, follow the prompts on the screen. When the secure browser keyboard is selected, the secure browser app opens.

*To configure Chromebooks:*

1. From the **Apps** link on the Chrome OS login screen, select **AIRSecureTest** secure browser.

## Closing the Student Testing Site on Tablets

After a test session ends, close the AirSecureTest application on student tablets.

*To close the Student Testing Site on iOS devices:*

1. Triple-tap the Home button.
2. Enter the Guided Access passcode.
3. Tap **End** in the upper-left corner.
4. Close AIRSecureTest by doing one of the following:
  - a) **For iOS 6.0-6.1 devices:**
    - i. Double-tap the Home button. The multitasking bar appears.
    - ii. Press the **AIRSecureTest** icon until it wiggles and the red minus sign appears.
    - iii. Tap the red minus sign and then press the Home button.
  - b) **For iOS 7.0-9.0 devices:**
    - i. Double-tap the Home button. The multitasking bar appears.
    - ii. Locate the **AIRSecureTest** app preview and slide it upward.

*To close the Student Testing Site on Android tablets:*

1. Tap the Menu icon  in the upper-right corner.
2. Tap **Exit**. A confirmation message appears.
3. Tap **Exit**.

*To close the Student Testing Site on Chromebooks:*

1. Click **Close Secure Browser** in the upper-right corner.

## Additional Measures for Securing the Test Environment

The secure browser ensures test security by prohibiting access to external applications or navigation away from the test. This section provides additional measures you can implement to ensure the test environment is secure.

- **Close External User Applications**

Before launching the secure browser, or prior to administering the online tests, close all non-required applications on testing devices.

- **Disable Built-In Accessibility Features on iPads**

iPads include a built-in "Speak Option" accessibility feature that reads aloud selected text. Guided Access mode does not automatically block this feature. Before entering Guided Access mode, you should verify that only allowable accessibility features are enabled. To manage accessibility features, tap **Settings > General > Accessibility**. For information about which accessibility features are allowable, see the *Technical Specifications Manual*.

## **Forbidden Application Detection**

When the secure browser launches, it checks for other applications running on the device. If it detects a forbidden application, it displays a message listing the offending application and prevents the student from testing. This also occurs if a forbidden application launches while the student is already in a test.

In most cases, a detected forbidden application is a scheduled or background job, such as anti-virus scans or software updates. The best way to prevent forbidden applications from running during a test is to schedule such jobs outside of planned testing hours.

## **Troubleshooting**

This section describes how to troubleshoot some situations in which a student cannot connect to a test.

### **Resolving Secure Browser Error Messages**

This section provides possible resolutions for the following messages that students may receive when signing in.

- **You cannot login with this browser:**

This message occurs when the Online Testing System cannot determine if the student is taking the test through the correct secure browser. To resolve this issue, ensure the latest version of the secure browser is installed, and that the student launched the secure browser instead of a standard web browser. If the latest version of the secure browser is already running, then you should log the student out, restart the computer, and try again.

- **Unable to Establish a Connection with the Test Delivery System:**

This message occurs when the secure browser cannot connect to the Online Testing System. This is most likely to occur if there is a network-related problem. The easiest thing to check is if the Wi-Fi connection is live.

- **Test Environment Is Not Secure:**

This message can occur when the secure browser detects a forbidden application running on the device (see the section [Additional Measures for Securing the Test Environment](#)). If this message appears on an iPad, ensure that either Autonomous Single App Mode or Guided Access mode is enabled (see the section [Configuring Tablets for Testing](#)).

## Appendix B. Quick Guide to the Online Testing System for the Fall 2016 Independent Field Test for Writing

### Logging in to the TA Live Site, Creating a Test Session, Approving Students, and Logging Out

1. Navigate to the HSA-Alt Portal ([http://alohahsap.org/HSA\\_ALT/](http://alohahsap.org/HSA_ALT/)).

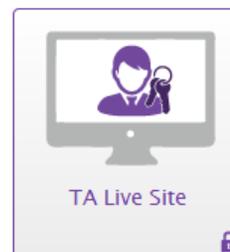
HSAP Portal User Cards

2. Select either **Teachers** or **Test Coordinators/Administrators/Second Raters**.



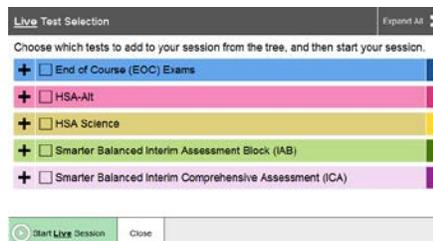
3. Select **TA Live Site**. The login page appears.
4. Enter your email address and password in the respective fields.
5. Click **Secure Login**. The TA Live Site appears.

Portal Card for TA Live Site

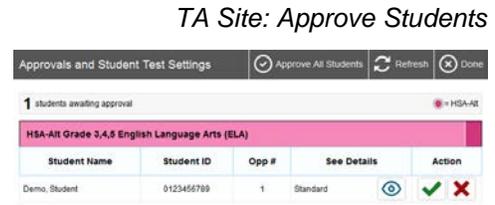


6. Start a test session in the TA Live Site:
  - a. In the **Test Selection** window, select the tests you wish to administer.
  - b. Click **Start Session**. The Session ID generates automatically and appears at the top of the page.
7. Provide the Session ID to the students who need to sign in to your test session.
8. Have your students sign in to the Student Testing Site (see next section, below). They must enter their legal first name (the student's first name as shown in TIDE), SSID, and your Session ID.

*TA Site: Select Test(s), Start Session*



9. Approve students for testing. Look in the upper-right corner of the TA Live Site. When students begin signing in and selecting tests, the approvals button activates. Click **Approvals** to view the list of students.



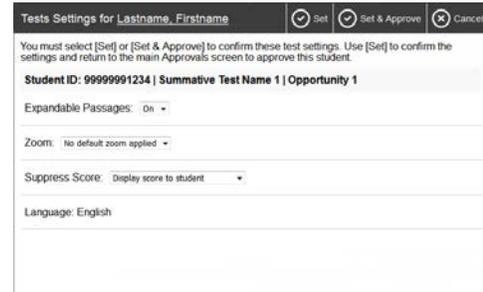
a. To review and update a student’s test settings and accommodations, click  in that student’s row.

b. To approve an individual student for testing, click .

c. To deny a student for testing, click  and enter the reason in the box.

d. To approve all students in the list for testing, click **Approve All Students** at the top of the **Approvals and Student Test Settings** window.

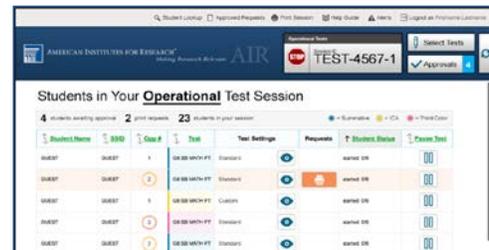
*TA Site: View Student Test Settings*



10. Monitor the students’ progress throughout their tests.

- Click  to view a student’s test settings.
- The Student Status column refreshes to indicate the students’ progress.
- When a student has started testing, the Student Status column indicates how many test items the student has answered out of the total number of items on the test.
- Click the  button to pause an individual student’s test.

*TA Site: Students Currently Testing*



11. When the testing time is up, stop the test session and log out.

- a. Click  to end the session and automatically pause all tests in your session that are still in progress.
- b. Click **Log Out** to exit the TA Site.

TA Live Site: Stop Session



*Reminder: Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, you must start a new session. Give the students the new Session ID so they can log in again and resume testing.*

## Overview of the Student Sign-In Process

### Sign In

1. Open the secure browser on the student computer or tablet device.
2. If prompted, choose your state (“Hawaii”) and your assessment program (“Hawaii Statewide Assessments”). The student login page will appear.
3. On iPads, enable Guided Access by triple-tapping the Home button. **NOTE: Do not try to enable Guided Access unless you know the password to enable/disable.**
4. Enter the student’s first name, SSID, and the Session ID. The following are common errors:
  - Student’s name and SSID do not match. SSID or name may have been entered incorrectly.
  - The Session ID is not available. The Session ID entered is not an available test session.

Select Your Test / Assessment Page



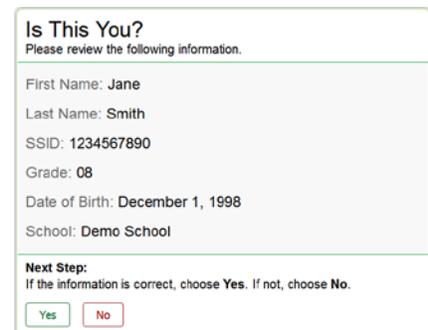
Secure Browser Login Page



### Verify Your Information

5. Verify that the student’s information is correct.
  - If the information is correct, click **Yes**.
  - If the information is not correct, click **No**. The student returns to the sign-in page.

Is This You? Page



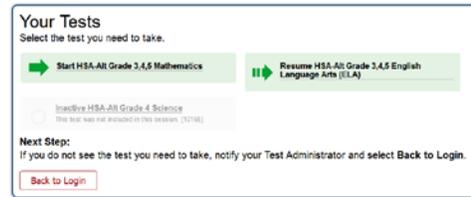
## Select an Available Test

6. Select the button for a test.

*Note: If the student started a test but did not finish it, the button says “Resume.”*

**On the TA Site, approve the student for testing (see Step 9 in the [Logging in to the TA Live Site, Creating a Test Session, Approving Students, and Logging Out](#) section above).**

### Your Tests Page

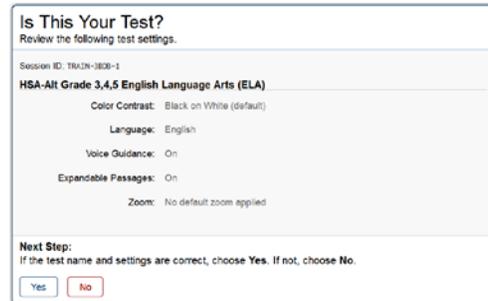


## Verify Test Information

7. Review the information on this page and verify that the test and settings are accurate.

- If the information is correct, click **Yes, Start My Test**.
- If the information is not correct, click **No**. The student returns to the sign-in page.

### Is This Your Test? Page



## Audio Playback Check

8. Verify that students can hear the sample audio.

- If the sound is audible, students select **I heard the sound**.
- If the sound is not audible, students select **I did not hear the sound**. Additional audio troubleshooting may be needed.

### Audio Playback Check



## Instructions and Help

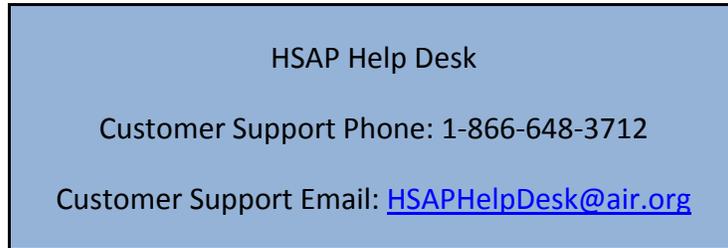
9. On the *Instructions and Help* page, click the **Begin Test Now** button. The first page of the test appears.

### Instructions and Help Page



## Appendix C. User Support

If this user guide does not answer your questions, please contact the HSAP Help Desk.



To assist you with your issue or question, please provide the Help Desk with detailed information that may include the following. You may choose to use the *Help Desk Intake Form*, available on the [alohahsap.org](http://alohahsap.org) portal website in the **Resources >> Test Coordinators / Test Administrators >> Test Administration >> Online Administration** section.

- The complex area and school information
- The Test Administrator's name and contact information
- The SSID of the student whose test was affected by the issue
- The test name and item number
- Any error messages and codes that appeared
- Which sites were being used (operational or training sites)
- The exact problem that occurred, including the steps leading up to the problem

## Appendix D. 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 HSA-Alt Independent Field Test for Writing test window in fall 2016.

Change	Section	Date
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