Reasons for Non-Participation

Hawai'i Statewide Assessment Program (HSAP)

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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), the 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. 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.
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.

Reason for Non-Participation	Description
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, 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, for all tests, except for the optional Algebra I, Algebra II and U.S. History EOC Exams, 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.

Users can use the TIDE's **Reasons for Non-Participation** section 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 only display eligible tests. However, if a student had started a test that was later invalidated, that test will be included in the generated 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.

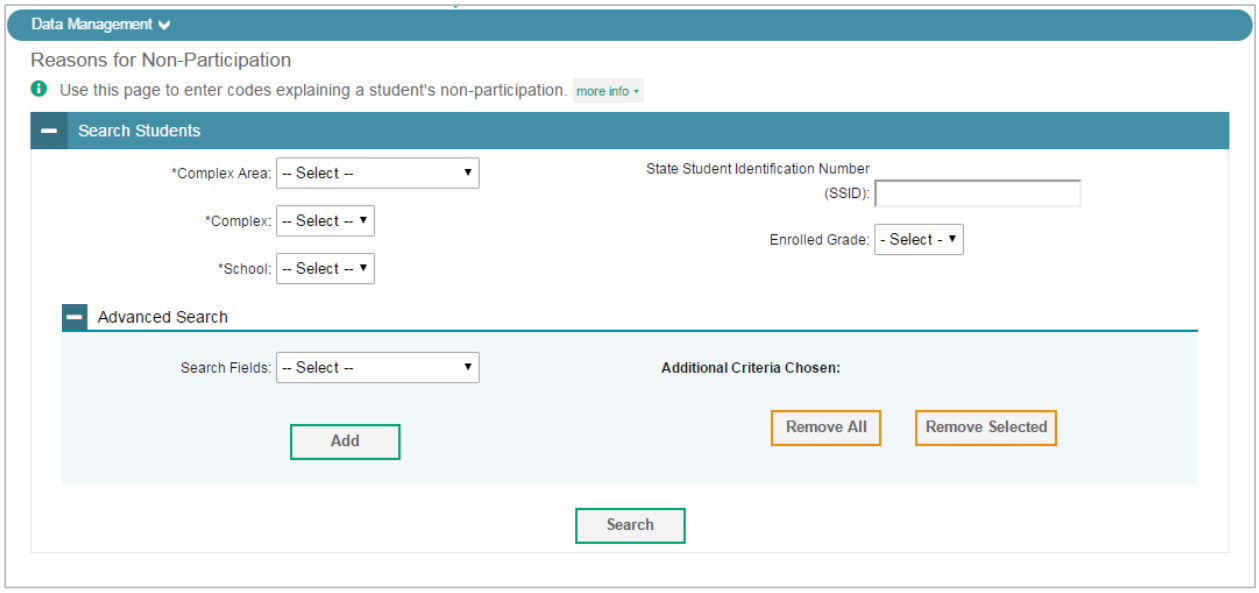
Viewing and Updating a Student's Reason for Non-Participation

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. From the **Data Management** task menu on the TIDE dashboard, select **Reasons for Non-Participation**. The ***Reasons for Non-Participation*** page opens (see Figure 1).

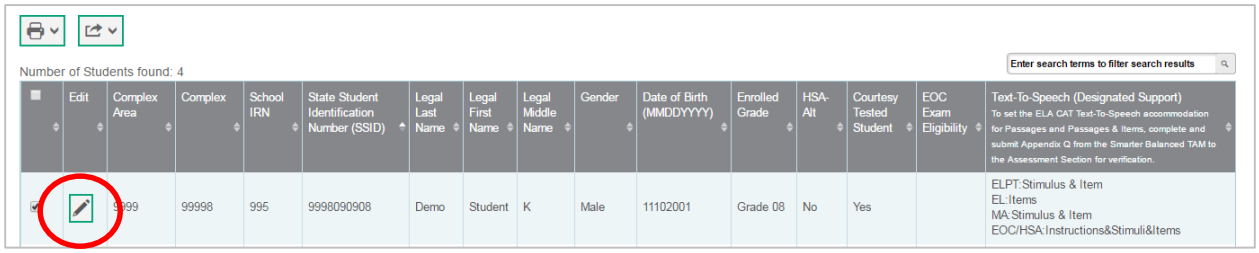
Figure 1. Fields in the Reasons for Non-Participation Page



2. From the drop-down lists and text fields, enter selections to retrieve the students whose reasons for non-participation you want to view.

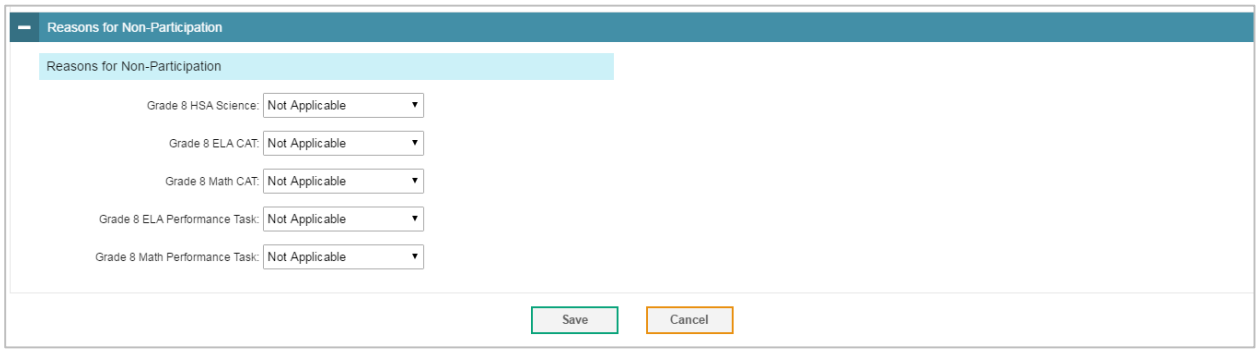
3. Click **Search**. A list of matching student records appears.

Figure 2. Retrieved Students with Reasons for Non-Participation



4. In the list of retrieved students, click for the student whose non-participation codes you want to edit. The ***Edit Non-Participation Codes*** form appears, listing the student's demographic information in the *Student Information* panel, and the student's available tests and special codes in the *Special Codes* panel

Figure 3. Assigning Reasons for Non-Participation to Tests



5. 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.

6. Click **Save**.

Section II. Viewing Test Status Reports

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 TIDE, 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 TIDE as their eligibility was removed when the reason for non-participation was assigned.

Generating a Test Status Code Report

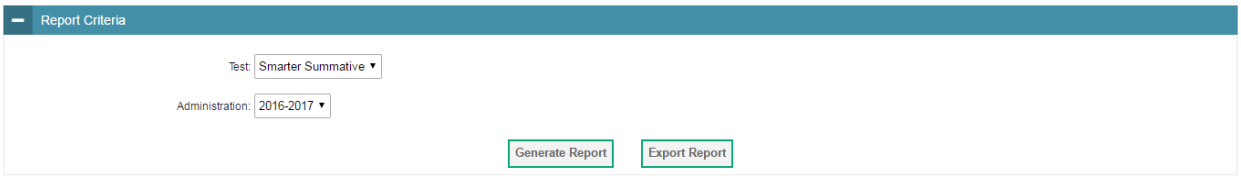
CAS, CS, PR, and TC users can generate a Test Status Code Report that lists all tests for which a student is eligible or that a student has started. For each listed test, the report provides the student's information, test name, current test status, and the reason for non-participation assigned, if applicable.

To review explanations for non-participation:

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Status Code Report**. The ***Test Status Code Report*** page appears.

2. In the *Report Criteria* panel (see Figure 4), select search criteria for the test and administration.

Figure 4. Test Status Code Report Search Fields



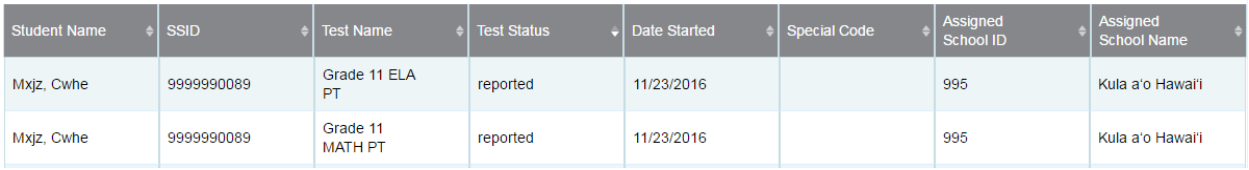
3. Do one of the following:

    a. To view the report on the page, click **Generate Report**.

    b. To open the report in Microsoft Excel, click **Export Report**.

TIDE displays the tests and associated statuses and special codes (see Figure 5).

Figure 5. Test Status Code Report



Student Name	SSID	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
Mxjz, Cwhe	9999990089	Grade 11 ELA PT	reported	11/23/2016		995	Kula a'o Hawai'i
Mxjz, Cwhe	9999990089	Grade 11 MATH PT	reported	11/23/2016		995	Kula a'o Hawai'i

Table 2 lists the columns in the Test Status Code Report.

Table 2. Columns in the Test Status Code Report

Column	Description
Student Name	Student's name.
SSID	Student's Statewide Student Identifier number.
Test Name	Test in which student did not participate.
Test Status	Test's most recent status.
Date Started	Date student started the test.
Special Code	Code indicating why student did not start or complete the test.
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.

Table 3 describes each status that a test opportunity can have.

Table 3. Test Opportunity Status Descriptions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the TA approves or denies the student.
Expired	The student’s test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.

Status	Definitions
Paused	The student's test is currently paused (as a result of one of the following): • The student paused his or her test by clicking the **Pause** button. • The student idled for too long (more than 30 minutes) and the test was automatically paused. • The test administrator stopped the session the student was testing in. • The test administrator paused the individual student's test. • The student's browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student's score for the completed test in TDS has passed the quality assurance review and has been submitted to the ORS. Some items must be hand scored before they appear in ORS.
Rescored	The test was rescored.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a "review" status is not considered complete.)
Scored	The test will display a scored status, followed by the student's score.
Started	The student has started the test and is actively testing.
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to the ORS. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume a testing.

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.

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** section.

- If the reason for non-participation is incorrect, modify or delete it using the **Reasons for Non-Participation** section 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** section 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** section 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** section 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** section 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.

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** section 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** section 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** section 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) or as otherwise indicated on the Hawai‘i Statewide Assessment Program Portal at alohahsap.org.

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:

- If the issue pertains to a student, provide the SSID and associated school for that student. Do not provide the student’s name.
- If the issue pertains to a TIDE user, provide the user’s full name and email address.
- Any error messages that appeared, if applicable.
- Operating system and browser version information, including version numbers (e.g., Windows 7 and Firefox 51 or Mac OS 10.12.3 and Safari 10.0.3).

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