



## Informational Brochure for Test Administrators

From February 19, 2019 through May 31, 2019, 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](http://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.
- Establish standards-based Individualized Education Program (IEP) goals during a student's IEP meeting.
- Become familiar with the HSA-Alt Range Performance Level Descriptors that describe performance expectations for the assessment.
- Align instruction with the Hawai'i Common Core Standards for English Language Arts (ELA) and Mathematics, and the Next Generation Science Standards, as mediated by the Range Performance Level Descriptors for alternate students.

### Step 2 Prepare for testing by using the list below.

- Meet with the IEP team to identify, confirm, or overturn HSA-Alt eligibility; determine and document required accessibility supports for testing, and submit Paper-Pencil form accommodation requests as needed.
- Attend the face-to-face training session for new Test Administrators that will be held for Test Administrators who will be administering the assessments for the first time in February in various locations(exact dates TBA).
- Submit paper-pencil test form accommodation requests via email, as needed. Paper-pencil test kits will be offered solely as an accommodation for students who require this format and must be approved by the Department's Assessment Section staff. The online interface will continue to be the default method of assessment delivery in 2019.

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](mailto: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.

- Schedule a time and place to administer the assessments to students.
- Prepare the administration room/site and test out selected student accessibility supports, including any assistive technologies, using the available online HSA-Alt Student Training Test.
- Identify a Second Rater if required. (A Second Rater is 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.

- For the online HSA-Alt Administration, follow instructions in the 2018-2019 HSA-Alt Test Administration Manual and the Guide to Navigating the Online HSA-Alt.
- Make sure students have submitted their assessments for scoring once they have completed each assessment using the iPad and the Secure Browser.
- For the paper-pencil HSA-Alt Administration, follow instructions in the 2018-2019 HSA-Alt Paper/Pencil Directions for Administration.
- On the paper-pencil form, Test Administrators should say and do what is on the left side of each page in the booklet. Use the information found on the right side of each page to score student responses. Make sure to score each item as it is delivered. Second Raters will also need to score student responses.
- For paper-pencil administration, enter student scores into the Data Entry Interface by May 24, 2019. Second Raters are also required to input scores.

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

- Return all printed materials for both online and paper-pencil testing to your school's Test Coordinator (TC); TCs are responsible for processing these secure materials.

