



## Informational Brochure for Test Administrators

From February 18, 2020 through May 28, 2020, 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, set HSA-Alt accommodations in TIDE, and submit Paper-Pencil form accommodation requests as needed.
- Attend one of the mandatory face-to-face training sessions for Test Administrators. These will be held in January 2020. The tentative HSA-Alt Test Administrator training schedule for the 2019-2020 school year is: Oahu-January 13-15; Hilo-January 16; and Maui-January 17. Please hold these dates.

- Submit paper-pencil test form accommodation requests via email, as needed. Paper response cards and printed test visuals will be offered 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 2020.
- Schedule a time, place, and support personnel if needed to administer the assessment.
- 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.

### Step 3 Administer the assessment using an iPad, laptop, or Chromebook and the Secure Browser.

- For the online HSA-Alt Administration, follow instructions in the Spring 2020 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 their device.
- For the paper-pencil HSA-Alt Administration, use the iPad and the Secure Browser, along with the paper response cards and printed test visuals shipped to your school, to administer the test to students approved for this accommodation.

### Step 4 Return all printed materials

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

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@cambiumassessment.com](mailto:hsaphelpdesk@cambiumassessment.com) for assistance. You may also contact the Office of Strategy, Innovation and Performance, Assessment and Accountability Branch, Assessment Section, at 808-307-3636.

