



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

May 1, 2018

Annual Memo

TO: Deputy Superintendent
Complex Area Superintendents
Public Charter School Executive Director
Principals (All)
Public Charter School Directors (All)

FROM: Rodney Luke
Interim Assistant Superintendent

SUBJECT: **Statewide Testing Administration 2017-18 Participation Rates**

This memo is related to statewide testing, particularly for Smarter Balanced Assessments in English Language Arts/Literacy and Mathematics and the Hawaii State Assessments in Science. A time sensitive issue is test participation for Spring 2018 testing.

Statewide assessments provide common measures of students' academic achievement and equity. The assessments also provide information for students, parents, educators and the community about students' progress on the state's academic expectations. Furthermore, to ensure information for all students, make equity issues more visible, and provide accountability for student achievement, the U.S. Department of Education requires testing and test reports for all students. The federal requirement for testing and reporting assessment data for 95% of students continues under the Every Student Succeeds Act (ESSA).

Therefore, the Assessment Section is providing additional support and monitoring for schools with participation rates below the federal benchmark, either schoolwide or for identified subgroups. The approach is to provide support and intervention beginning with targeted assistance designed to boost Spring 2018 participation rates.

1. The Assessment Section will notify principals and test coordinators of schools whose participation rates 1) were less than 95% schoolwide for the Spring 2017 administration and 2) are projected to fall short of 95% for the Spring 2018 administration, as of Friday, May 11, 2018.
2. The Assessment Section will be available to assist schools' test coordinators to diagnose root causes of low participation rates at the school. These may include student attendance, parent refusals for test participation, teachers' perception of benefits to students or students' likely performance, or application of appropriate accommodations. Complex Area Superintendents (CASs) and schools may contact the Assessment Section for assistance.

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3. The Assessment Section will assist test coordinators at identified schools in using the Test Information and Distribution Engine (TIDE) to monitor participation. Test coordinators will use TIDE to obtain student-level information to identify students for attendance and participation interventions. Use Appendix A for instructions on accessing TIDE for individual student and student subgroup participation and Appendix B for instructions on accessing TIDE for schoolwide participation.

If you have any questions or need further information, please contact Brian Reiter, Administrator, Assessment Section, (808) 733-4100 or via Lotus Notes.

RL:kp
Attachment: Appendix A & B

c: Assistant Superintendents
State Public Charter School Commission
Assessment Section

ATTACHMENT A: Use of TIDE to monitor individual student and subgroup participation

1. Log in to TIDE on alohahsap.org
2. Choose Monitoring Test Progress
3. Select Plan and Manage Testing
4. Select Test and filters in Choose What section
5. Select subgroup using Filter By:
6. Select School in Choose Who section
7. Select Filters for Subgroups

Test: Smarter Summative

Administration: 2016-2017

Test Name: All

Enrolled Grade: All

Filter By: ALL

- All
- Disability
- Disadvantaged
- ELL
- Enrolled Grade
- Complex Area
- Ethnicity
- Gender
- Migrant Status
- School Area Elementary (200)
- Teacher All

Enrolled Grade: ford (9)

8. Select Students who have not started an opportunity for students who have missed all test sessions.
9. Select Export Report.

Step 3: Get Specific

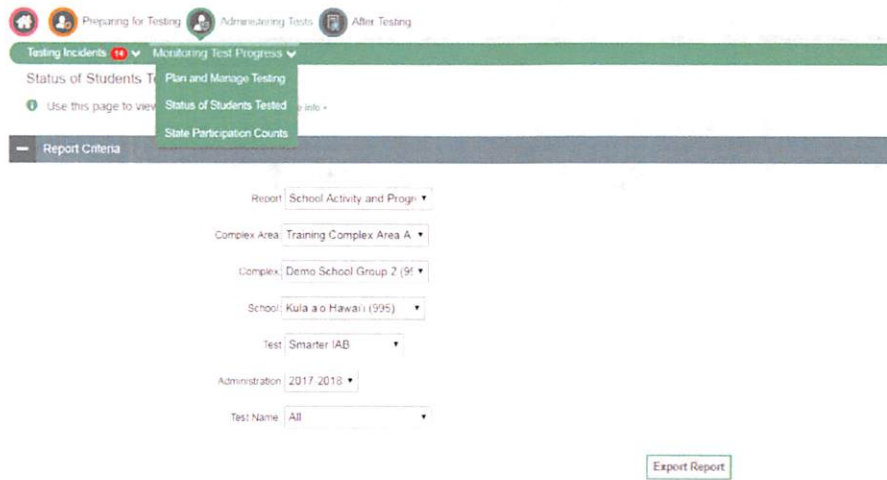
- students who have not started 1st opportunity in the selected administration
- students whose current opportunity will expire in [] days
- students on their 1st opportunity in the selected administration, and have a status of any
- students whose most recent SessionID was [SessionID (optional)] between [03/10/2017] and [03/10/2017]

Note: if no TA or Session ID is specified, date range cannot exceed 15 days

Generate Report Export Report

ATTACHMENT B: Use of TIDE to monitor school summary percent participation

1. Log in to TIDE on alohahsap.org
2. Choose Monitoring Test Progress
3. Select Status of Students Tested
4. Select School Activity and Progress
5. Select Complex Area, Complex, and School
6. Select Test and Administration (year)
7. Click Export Report



This report is NOT for Strive HI participation requirements.

8. Please note: This report is NOT to be used for Strive HI as it does not account for Full School Year students.
9. Percent completed can be obtained from the Excel Report (sample excerpt below)

	J	K	L	M	N	O	P
	School Name	School Id	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
8	Kula a'o Hawai'i	995	53	12	10	22.64%	18.87%
8	Kula a'o Hawai'i	995	54	19	17	35.19%	31.48%
8	Kula a'o Hawai'i	995	52	12	9	23.08%	17.31%
8	Kula a'o Hawai'i	995	53	22	21	41.51%	39.62%