STATE OF HAWAI'I
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAI'I 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

December 7, 2018

ACTION REQUIRED
Due Date: January 16, 2019

TO: Deputy Superintendent
Complex Area Superintendents
Principals (All)
Public Charter School Directors (All)
Public Charter School Executive Director
HSA-Alt Coordinators
HSA-Alt Test Administrators

FROM: Rodney Luke
Assistant Superintendent

SUBJECT: **Hawaii State Assessment - Alternate (HSA-Alt) Test Administrator Training**

The Assessment Section, in the Office of Strategy, Innovation and Performance, has scheduled HSA-Alt Test Administrator Trainings from January 28 – February 8, 2019. Sessions will be held from 8:30 a.m. to 3:00 p.m. With a new assessment design and additional federal requirements for 2019, _all HSA-Alt Test Administrators are required to attend a 2019 face-to-face training session;_ all sessions will include information for both online and paper form administrations of the HSA-Alt. Special Education department chairs, Student Services Coordinators, and district and complex area support staff are invited to attend the HSA-Alt TA trainings on a space-available basis.

HSA-Alt Test Administrator Training Topics

HSA-Alt Test Administrator training sessions will be collaboratively presented by the Assessment Section, the Office of Student Support Services, and the American Institutes for Research. HSA-Alt test administrator training topics include:

- HSA-Alt Participation Guidelines
- HSA-Alt Range Performance Level Descriptors
- HSA-Alt Test Design
    - Early Stopping Rule
- HSA-Alt Universal Tools and Accommodations
    - Documentation and Verification
    - Guidelines for Read Aloud, Scribe, and Descriptions of Visuals Accommodations
- HSA-Alt Test Administration
    - Learner Characteristics Inventory Part II- Hawaii Observational Rating Assessment
    - Paper Form Administration

HSA-Alt Test Administrator Training Dates and Locations

DATE	DISTRICT	TIME	Site
January 28 (Monday)	Honolulu	8:30 am–3:00 pm	Manoa Ballroom
January 29 (Tuesday)	Windward	8:30 am–3:00 pm	Koolau Ballroom
January 31 (Thursday)	West Hawaii-Kona	8:30 am–3:00 pm	King Kamehameha Hotel
February 1 (Friday)	East Hawaii-Hilo	8:30 am–3:00 pm	Grand Naniloa Hotel
February 4 (Monday)	Leeward	8:30 am–3:00 pm	KROC Center
February 5 (Tuesday)	Central	8:30 am–3:00 pm	KROC Center
February 7 (Thursday)	Maui	8:30 am–3:00 pm	King Kamehameha Golf Course
February 8 (Friday)	Kauai	8:30 am–3:00 pm	Kauai Beach Hotel

Registration Information

The online registration form for each training may be accessed at *http://bit.ly/Sp19AltTAs* or by following the link found at the HSA-Alt portal: *http://alohahsap.org/* > HSA-Alt > HSA-Alt Test Administrator Training. The registration deadline is **January 16, 2019.**

Registrants will receive an automated confirmation email that verifies the online registration has been successfully completed. *Note: This automated message does NOT indicate confirmation of participation.* If an automated confirmation email is not received within 24 hours of submission of the online registration form, contact Emily MacGillivray at the American Institutes for Research (AIR), (808) 943-3906 or by email at *emacgillivray@air.org*

Completing the online registration form does not guarantee registration for a training date. Once confirmed, each registrant will receive a confirmation email from AIR. Each registrant must receive the AIR confirmation email before attending a training session.

Substitute Provision

The Assessment Section will provide substitute teachers for special education teachers who are currently scheduled to administer the HSA-Alt. Special education teachers of HSA-Alt eligible students in grades 3-8 and 11 will be provided a substitute teacher for the full day and may use the following codes to secure a substitute: reason code 54, sub code 15654571 for DOE schools or 18055571 for charter schools.

Travel Arrangements

The Assessment Section will provide travel arrangements for confirmed participants for Lanai, Maui, and Molokai; confirmed participants will be contacted to make travel arrangements *after* their registration has been processed and approved.

What to Bring

Each participant should bring one iPad and one laptop computer to the training session. The iPads should be updated to the operating system supported (iOS 10.3, 11.4, 12) and the current version of the AIR secure browser should be downloaded to the iPad prior to participation in the training session. The AIR browser can be downloaded from the Apple App Store. To determine the correct operating system, refer to the "System Requirements for Online Testing" document in the Technology Coordinators Resources section of the *www.alohahsap.org* web portal. In addition, please bring the 10-digit SSID number(s) and first name(s) of student(s) who will be participating in the HSA-Alt assessments. Bring a sweater as the training rooms can be chilly.

If you have any questions, please contact Susan Forbes, Test Development Specialist, Assessment Section, at (808) 733-4100 or via Lotus Notes.

RL:sf

c: Assistant Superintendents
   Communications Branch
   Assessment and Accountability Branch