




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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

December 22, 2017

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

The Assessment Section in the Office of Strategy, Innovation and Performance (OSIP) has scheduled training sessions for test administrators of the 2017-18 Hawaii State Alternate Assessment (HSA-Alt). Training sessions are intended for:

1. Special education teachers who will administer the HSA-Alt to students with significant cognitive disabilities, and
2. Complex area support team members who provide assistance to the special education teachers who administer the HSA-Alt;
3. Others – those who provide support to special education teachers who teach students with significant cognitive disabilities will be approved on a *space-available basis*.

The purpose of this training is to ensure consistent administration of the HSA-Alt assessments. All first-time HSA-Alt test administrators are expected to attend. Other interested parties, including complex area support team members and experienced HSA-Alt test administrators and coordinators are welcomed to register; approval will be based on available space. All training participants will become certified to administer the HSA-Alt. Previously trained HSA-Alt test administrators who do not attend the face-to-face session will be required to complete the 2017-18 HSA-Alt Online Test Administrator Certification Course.

Nine all-day sessions across the state are planned from **February 1–26, 2018**. The training will include a review of HSA-Alt Participation Guidelines, policies, procedures and security. Test administrators will learn how to administer the HSA-Alt with fidelity and how to provide appropriate accessibility supports during the administration of the assessment. Hands-on demonstrations and

test administrator practice using the online interface will be included. After completing the face-to-face training, participants will be able to:

- explain the HSA-Alt Participation Guidelines,
- establish appropriate accessibility supports,
- model online Training Test use,
- demonstrate navigation tools,
- set-up online testing sessions,
- sign-in students,
- complete the Learner Characteristics Inventory (LCI) ,
- complete the Student Placement Questionnaire (SPQ),
- administer engagement items, and
- administer the HSA-Alt with fidelity.

**HSA-Alt Test Administrator Training Dates and Locations**  
**All sessions will be held from 8:30 a.m. – 3:00 p.m.**

Date	District	Location
February 1 (Thursday)	East Hawaii	Hilo Hawaiian Hotel
February 2 (Friday)	West Hawaii	Palamanui Community College, Kona
February 5 (Monday)	Leeward	McKinley Community School for Adults, Honolulu
February 6 (Tuesday)	Central	McKinley Community School for Adults, Honolulu
February 8 (Thursday)	Kauai	Wilcox Elementary School ITC
February 9 (Friday)	Maui, Molokai & Lanai	Maui McKinley Community School for Adults, Kahului
February 13 (Tuesday)	Honolulu (Molokai & Lanai)	McKinley Community School for Adults, Honolulu
February 15 (Thursday)	Windward	McKinley Community School for Adults, Honolulu
February 26 (Monday)	All / paper/pencil administration	McKinley Community School for Adults, Honolulu

With the exception of Monday, February 26, sessions will focus on using a digital interface/tablet for online test administration. The training session on Monday, February 26 will focus on administration of the HSA-Alt paper/pencil format accommodation for students who have been approved to take this version of the assessment.

**Registration**

HSA-Alt test administrators, coordinators and complex area support team members should complete the online registration form by using the link found on the HSA-Alt website home page [http://www.alohahsap.org/HSA\\_ALT](http://www.alohahsap.org/HSA_ALT) by **Friday, January 12, 2018**.

Participants are to register for the training in their school's district. Hana, Lanai and Molokai participants may register for sessions held either at the Maui McKinley Community School for

Adults in Kahului on February 9 or at the McKinley Community School for Adults in Honolulu on February 13. Registrants will receive an automated email confirmation of registration that verifies the online registration has been successfully completed. Note: This automated message does NOT indicate confirmation of participation. If an automated email is not received within 24 hours of submission of the online registration form, contact Emily MacGillivray at the American Institutes of Research, (808) 943-3906 or by email at [emacgillivray@air.org](mailto:emacgillivray@air.org).

### **Substitute Provision**

The Assessment Section will provide substitute teachers for special education teachers who are currently scheduled to administer the HSA-Alt to students who meet the participation guidelines for the alternate assessment. 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 – DOE or 18055571 - charter schools.

Due to the hands-on format of the training, there are a limited number of seats available at each training session location and date, so early registration is advised. Priority will be reserved for the new test administrators. Complex area support team members and experienced test administrators/coordinators may attend the training sessions if space is available and should register using the same procedures as new test administrators.

After the online registration is processed and approved, a confirmation of participation email message will be sent to each registrant with further details about the specific training session schedule and logistics.

### **Travel Arrangements**

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

### **What to bring to the HSA-Alt Test Administrator Training Session**

Each participant should bring one iPad (required) and one laptop computer (if possible) to the training session. The iPads should be updated to the operating system supported (iOS 9.3, 10.3, 11.1) and the current version of the AIR Secure Browser should be downloaded to the iPad prior to participation in the training session. This 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](http://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.

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c: Assistant Superintendents  
Assessment Section