



STATE OF HAWAII
DEPARTMENT OF EDUCATION



P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

May 17, 2019

Annual Memo

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

FROM:  Rodney Luke 
Assistant Superintendent

SUBJECT: **Monitoring Statewide Assessment Participation Rates**

The Every Student Succeeds Act (ESSA), Section 1111(b)(2)(B), requires all students in tested grades to participate in the statewide assessments administered in each state. In Hawai'i, all students in grades 3-8 and 11 are required to participate in the Smarter Balanced Assessments in English Language Arts/Literacy and Mathematics, all students in grades 4 and 8 are required to participate in the Hawai'i State Assessment in Science, and all students enrolled in Biology 1 are required to participate in the Biology 1 End-of-Course Exam. In addition, English learners are required to be administered the WIDA ACCESS assessments. Kaiapuni students in grades 3-8 are required to participate in the KĀ'EO assessments rather than the assessments listed above. ESSA Section 1111(c)(4)(E)(i) requires a participation rate of not less than 95% for all students and subgroups of students (including Special Education, English Learners (EL), and disadvantaged students) in the statewide assessments.

The Assessment Section provides support to school- and complex area-level staff in monitoring and improving participation rates. The approach is to share timely participation rate information and provide targeted assistance designed to increase spring 2019 participation rates for all student populations. The system of support includes the following:

1. The Assessment Section will notify principals and test coordinators of schools whose participation rates 1) were less than 95% schoolwide for the overall, Special Education/504, and EL populations for the spring 2018 administration and 2) are projected to fall short of 95% for the overall, Special Education/504, and EL populations for the spring 2019 administration. (Projections are based upon May 2019 participation data that indicate the percentage of students who have started an assessment.)

2. The Assessment Section will assist test coordinators and complex area staff in using the Test Information and Distribution Engine (TIDE) to monitor participation. Test coordinators can use TIDE to obtain student-level information to identify students for attendance and participation interventions. Attachment A provides instructions on accessing TIDE for individual student and student subgroup participation and for instructions on accessing TIDE for schoolwide participation.
3. The Assessment Section will assist test coordinators at identified schools in the determination of possible causes for low participation rates at the school. These may include student attendance, parent refusals, teachers' perception of benefits to students or students' likely performance, or provision of appropriate accommodations. Complex area- and school-level staff may contact the Assessment Section for assistance.

For more information, contact Bruce Hirotsu, Test Development Specialist, Assessment Section, at (808) 307-3636 or via email at hsa@notes.k12.hi.us.

RL:bh
Attachment A

c: Assistant Superintendents
State Public Charter School Commission
Assessment and Accountability Branch

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 Whosection
7. Select Filters for Subgroups

Preparing for Testing | Administering Tests | After Testing

Testing Incidents | Monitoring Test Progress

Plan and Manage Testing

Use this page to view participation report [more info](#)

Go to section

Choose What

Test Instrument: Smarter Summative

Administration: 2018-2019

Search Students

*Complex Area: Training Complex Area A

*Complex: Demo School Group 2 - 9

*School: Kula a'o Hawai'i - 995

*Teacher: All

Advanced Search

Search Fields: -- Select --

Add

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

Get Specific:

students who have not started Any opportunity in the selected administration ↔

Note: The report for untested students is limited to 100,000 records.

students whose current opportunity will expire in _____ days

students on their Any opportunity in the selected administration, and have a status of Any

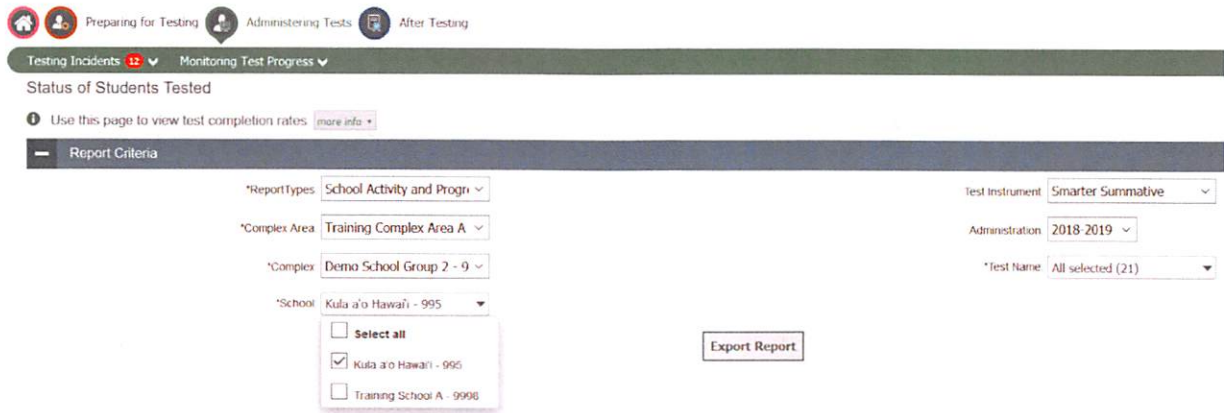
students whose most recent SessionID was SessionID (optional) between 05/02/2019 and 05/02/2019

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

Generate Report | Export Report ↔

ATTACHMENT A: 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



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		22	21	41.51%	39.62%	