




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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

December 8, 2020

**ACTION REQUIRED**  
**Due Date: 1/8/2021**

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 Test Administrator Training**

The Assessment Section is conducting mandatory training for all new and all returning Hawaii State Assessment - Alternate (HSA-Alt) test administrators in January 2021. The half-day training sessions will be held *virtually*, using Webex, with several dates and timeframes provided as participant options. The available training dates and times are shown in the table below and all HSA-Alt test administrators are expected to attend one of these training sessions.

**January 2021 HSA-Alt Test Administrator Training Sessions**

DATE	TIME	ADDITIONAL DETAILS
January 18 (Monday)	12:00 pm – 4:00 pm	Martin Luther King holiday (stipend provided)
January 22 (Friday)	8:00 am – 12:00 pm	Regular school day (substitute provided, if needed)
January 26 (Tuesday)	8:00 am – 12:00 pm	Regular school day (substitute provided, if needed)
January 28 (Thursday)	3:00 pm – 7:00 pm	After-school (stipend provided)
January 30 (Saturday)	12:00 pm – 4:00 pm	Weekend (stipend provided)

### **Registration Information**

When registering, test administrators should indicate training date preferences by ranking their top three choices: 1, 2, and 3. Registration for each virtual session will be limited to 80 participants with first come, first served used to fill the available spaces. To register, use this link:

<https://bit.ly/Sp21AltTAs> or follow the link found on the HSA-Alt portal: <http://alohahsap.org> > HSA-Alt > HSA-Alt January 2021 Test Administrator Training Registration. Registration closes on **January 8, 2021**.

Information provided in the training will encompass both online and paper administrations of the HSA-Alt. This training is mandatory for all HSA-Alt test administrators. Special education department chairs, student services coordinators, and district and complex area support staff are also invited to attend on a space-available basis. The webinar will be recorded and posted on the [alohahsap.org](http://alohahsap.org) website for individuals who are unable to attend the scheduled training sessions.

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 Cambium Assessment, Inc. (CAI), at (808) 943-3906 or by email at [emily.macgillivray@cambiumassessment.com](mailto:emily.macgillivray@cambiumassessment.com).

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

### **Substitute Provision**

For the January 22 and 26 dates, test administrators should indicate if a substitute is needed. Substitute coverage will be for the full work day. Test administrators may use the following codes to secure a substitute: reason code 54, sub code 15654571 for DOE schools or 18055571 for public charter schools. All test administrators who attend on January 22 or 26 during regular school hours must report to their customary work location for the full day.

### **Stipend Option**

For the January 18, 28, and 30 dates, a half-day four hour stipend of \$89.21 will be provided to all participants who complete the course.

### **How to Prepare for the Training**

Each participant should ready an iPad, if available, and one laptop computer for the training session. The iPad should be updated to the operating system supported (iOS 12.4, 13.4, 14) and the current version of the CAI mobile secure browser should be downloaded prior to the training. The "SecureTestBrowser" application can be downloaded from the Apple App Store. In addition, please have ready the 10-digit SSID number(s) and first name(s) of student(s) who will be participating in the HSA-Alt assessments.

If you have any questions, please contact Susan Forbes, Test Development Specialist, Assessment Section, at (808) 307-3636 or via [Susan.Forbes@k12.hi.us](mailto:Susan.Forbes@k12.hi.us).

RL:sf

c: Hawaii State Public Charter School Commission  
Assessment and Accountability Branch