

HSA-Alternate Summative Test Administrator Requirements, School Year 2021-2022

HSA-Alternate (HSA-Alt) summative Test Administrators (TAs) must be informed about their responsibilities and requirements, including the HSA-Alt summative test administration policies and procedures. For information about the HSA-Alt summative TA responsibilities and requirements, please review the training webinars and resources provided under items 1 through 9 below.

If there are any questions regarding the HSA-Alt TA training webinars and resources, direct them to Elaine Lee at Elaine.Lee@k12.hi.us or hsa-alt@k12.hi.us.

Each HSA-Alt Test Administrator must:

1. Be familiar with the [HSA-Alt Test Administration Manual \(TAM\)](#).
2. Be trained in and knowledgeable about proper test administration and test security, including the following HSA-Alt summative test administration training webinar topics:
 - a. [Laws and Regulations on Inclusion in Student Assessments](#) (pp. 45-46, HSA-Alt 2021-2022 TAM)
 - b. HSA-Alt Participation Guidelines
 - i. Webinar: [MP4 video recording](#) and [PowerPoint](#)
 - ii. Resources:
 - [HSA-Alt Participation Guidelines](#)
 - c. HSA-Alt Accessibility Supports for State Testing and Documentation of Supports in the electronic Comprehensive Student Support System (eCSSS)
 - i. Webinar: [MP4 video recording](#) and [PowerPoint](#)
 - ii. Resources:
 - [List of HSA-Alt accessibility supports](#) (pp. 46-55, HSA-Alt 2021-2022 TAM)
 - *Note:* Translated Test Designated Support and the Read Aloud, Scribe, and Visual Descriptions Accommodations require completion of the [HSA-Alt Test Security and Confidentiality Form](#).
 - [HSA-Alt Test Administration Protocols for Read Aloud Guidelines, Scribing, and Visual Descriptions Protocols](#)
 - [Paper/Pencil Test Kit Request Form](#)
 - [eCSSS Directions](#)
 - [Where to Document Designated Supports and Accommodations in IEP](#)
 - d. Setting Accessibility Supports in the Test Information Distribution Engine (TIDE)
 - i. Resources:
 - [TIDE Training Module \(Non-Narrated\)](#)
 - [HSAP User Roles, TIDE User Guide and Quick Guide](#)
 - e. Early Stopping Rule
 - i. Webinar: [MP4 video recording](#) and [PowerPoint](#)

- ii. Resources:
 - [Early Stopping Rule](#) (pp. 43-44, HSA-Alt 2021-2022 TAM)
 - [HSA-Alt Early Stopping Rule Verification Form](#)
- f. Set up a Test Session and Test Navigation
 - i. Webinar – Set up a test session and test navigation: [MP4 video recording](#) and [PowerPoint](#)
 - ii. Webinar – Demo set up a Training Test: [MP4 video recording](#)
 - iii. Webinar – LCI/HIORA: [MP4 video recording](#) and [PowerPoint](#)
 - iv. Resources:
 - [TA Interface Training Module](#) (Non-Narrated)
 - **New:** Mandatory HSA-Alt [Test Administration Script](#) and [PowerPoint](#) (pp. 88-95, HSA-Alt 2021-2022 TAM)
 - [LCI/HIORA Questions](#) (pp. 56-87, HSA-Alt 2021-2022 TAM)
 - Access LCI/HIORA form via [TA Live Site](#) (starting Dec. 7, 2021)
 - [Guide to Navigating the Online HSA-Alt Administration and Quick Start Guide](#)
 - [Quick Start Guide to the Online HSA-Alt Training Test](#)
 - [Quick Guide for Setting Up Your Online Testing Technology](#)
 - [Secure Browser Configuration and Troubleshooting Installation Guidelines](#)
- g. Code of Ethics and Test Security
 - i. Webinar – Updated Code of Ethics: [MP4 video recording](#) and [PowerPoint](#)
 - ii. Webinar – [Test Security](#) (non-narrated)
 - iii. Resources:
 - [HSA-Alt Code of Ethics](#) (pp. 22-23, HSA-Alt 2021-2022 TAM)
 - [Test Security and Administration Procedures Acknowledgement Form for Proctors, Translators, Skills Trainers, and Behavioral Assistants](#)
 - [Testing Incident Report Form](#)
- h. HSA-Alt Test Design and Range Performance Level Descriptors
 - i. Webinar: [MP4 video recording](#) and [PowerPoint](#)
 - ii. Resources:
 - [HSA-Alt ELA, Mathematics, and Science Test Design and Blueprints](#)
 - [HSA-Alt Range Performance Level Descriptors](#) (ELA, Math, and Science [NGSS])
- 3. Complete the online HSA-Alt TA Certification course.

The online HSA-Alt Test Administration Certification Course is required for new HSA-Alt Test Administrators (TAs) and recommended for experienced TAs who need a refresher. The course is available on the [HSA-Alt portal](#) via the [Teachers](#) or the [Test Coordinators and Administrators](#) page > Preparing for Testing > [Online TA Certification Course](#).

- 4. Initiate the “Alternate Assessment” statewide assessment option in the [eCSSS](#).

Select the “Alternate Assessment” option under the “Statewide Assessment” tab in a student’s IEP (in [eCSSS](#)) upon determination by the school IEP Team, based on the HSA-Alt Participation Guidelines (refer to item 2b above), that the Alternate Assessment is the most appropriate summative assessment option for the student.

5. Document accessibility supports for students who will be taking the HSA-Alternate Assessments in eCSSS (refer to item 2c above).

For assistance with entering data and other applications in the eCSSS, first contact supports within your school. If support is not available at your school, contact your District Special Education Resource Teachers (RTs) and/or the IT Help Desk [online](#) or by phone at (808) 564-6000 for assistance.

6. Set accessibility supports (designated supports, accommodations) in the TIDE.

TAs can set the accommodations, except the paper/pencil test form, that their students need directly in the TIDE. Access TIDE via the [HSA-Alt portal](#) > [Teachers](#) or the [Test Coordinators and Administrators](#) page > Preparing for Testing > [TIDE](#) (refer to item 2d above).

For assistance with the TIDE, contact the HSAP Help Desk via phone: 1-866-648-3712 or email: hsaphelpdesk@cambiumassessment.com.

7. Complete the online (combined) Learning Characteristics Inventory (LCI) and the Hawai'i Observational Rating Assessment (HIORA).

Certified TAs must arrange to have the combined LCI/HIORA form completed (by a school faculty member who is most familiar with the student) before a student can begin HSA-Alt summative testing. Access the LCI/HIORA via the [HSA-Alt portal](#) on the [Teachers](#) or the [Test Coordinators and Administrators](#) page > Administering Tests > [TA Live Site](#) (refer to item 2f above).

8. Set up summative test sessions and be able to navigate through them (refer to item 2f above).

9. Be informed about test security policies and procedures, including the Code of Ethics (refer to item 2g above).

Additional HSA-Alt Summative Test Administration Resources

Technical Support for TIDE/Test Delivery System

- HSAP Help Desk
- Phone: 1-866-648-3712
- Email: hsaphelpdesk@cambiumassessment.com

HSA-Alt Testing Window

- Online administration: Feb. 22 – May 27, 2022
- Paper/Pencil administration: Feb. 22 – May 20, 2022

[Personnel Who May Serve as HSA-Alt Test Administrator](#) (p. 31, HSA-Alt 2021-2022 TAM)

HSA-Alt Test Administration Forms

Centralized Reporting System

- [HIDOE Office Hours: Generating Individual Student Reports in CRS \(August 19, 2021\)](#)
- [Centralized Reporting Training Modules](#)

[HSA-Alt Informational Brochures](#)
[Parent IDEA Letter](#)

[HSA-Alt portal](#) on alohahsap.org