

Hawai'i State Assessment Program Alternate Assessment Test Administrator Training

February 7-8 and 10-11, 2022

Assessment Section

Assessment & Accountability Branch

Office of Strategy, Innovation, and
Performance

Cambium Assessment, Inc.

HSA-Alt TA Training Agenda

1. Nature of HSA-Alternate Students
 2. Design of the HSA-Alt Content Area Assessments
 3. Navigation of HSA-Alt Assessments
 - Demonstration of how to access Student Training Tests
 4. Breakout Groups
 5. HSA-Alt Test Administrator Code of Ethics
 - Complete TA Certification Course
 6. Virtual Lunch
 7. Preparing for and Administering the HSA-Alt Test
 - Mandatory HSA-Alt Test Administrator Requirement for Test Direction Delivery
 8. Learner Characteristics Inventory (LCI)
 9. Demonstration
 - Set Up Live Session and Student Sign-In
 10. Resources
- Q&A

Nature of HSA-Alternate Students

1. HSA-Alt Participation Guidelines
2. Identifying Students with Significant Cognitive Disabilities
3. Characteristics of Students with Significant Cognitive Disabilities

HSA-Alt Participation Guidelines

[HSA-Alt Participation Guidelines](#) - Provide information for use by the school IEP team when making decisions regarding alternate assessment participation. These guidelines:

- outline the four participation criteria that must be met, more details later
- provide examples of typical educational situations that should be considered
- provide a series of questions and answers that should be considered
- provide a list of factors to consider during the HSA-Alt identification process

Identifying Students with Significant Cognitive Disabilities

- The following should not be factors when identifying a student for the HSA-Alt:
- ELL Status
- Student cannot read
- Student is three or more grade levels behind peers
- The “other assessment” is too hard
- Anticipated disruption or emotional duress

Characteristics of Students with Significant Cognitive Disabilities (SCDs)

- Students can be from any disability category
- Students tend to be identified at very young age or when first entering formal schooling (pre-schooling)
 - Exceptions: Traumatic Brain Injury or progressive diseases.
- Students frequently have sensory and/or physical challenges.
- Students are characterized as having limitations in expressive and receptive communication.
- [Video](#)

Design of the HSA-Alt

- Reduced number of answer options
- Pic Syms are found on some answer option cards
 - Provide students with receptive communication support
- Visuals are frequently included
 - Illustrations accompanying reading passages
 - Number lines, area models, or concrete representations for math concepts and contexts
 - Videos of science and math phenomena
- Visuals are described
 - Provide sight-limited students with auditory cues
- Human recorded audio is required to be provided for all parts of the assessment
 - More accessible than text-to-speech
 - Stimulus, question, and answer options have scripts that are played
 - The audio script may include additional information that is not displayed on screen
 - For example, the Pic Syms on answer option cards may contain a single word, however, a sentence may be read out loud to the student when the ear icon is pressed

Design of the HSA-Alt

- Delivered on an iPad, computer, or Chromebook.
- Paper answer option cards and test visuals available
 - For students who need tactile enhancement or communication system pairing
- Students may select an answer and then de-select
 - To key in their final answer students will press “Next”
- "No Response" option is available for all items
 - Test Administrator selects this option for non-responsive students
 - Sufficient wait time and opportunity to engage must be provided
 - Customary accommodations and communication supports must be in place
- Early Stopping Rule
 - Non-responsive students will be exited from the test after no response is registered for the first eight items

Entering a Response

- A Test Administrator may enter answer options for a student, if needed.
 - This is the Scribe accommodation.
- Hand-over-hand answer selection should not be used.
- Must be consistent in form/method of capturing student response:
 - For example, student answer could be a vocal response or pointed response

Basis for the HSA-Alt

- ELA, mathematics, and science items for the assessment are based on the HSA-Alt Range Performance Level Descriptors (PLDs) Essence Statements.
- The Range PLD Essence Statements capture the essential skills and knowledge found in the grade-level standards (Common Core for ELA and mathematics and Next Generation for science).
- Items for the HSA-Alt are written to align with the Range PLD Essence Statements.
- Items are written to a range of complexity so that all learners are provided access to the assessment.

HSA-Alt Test Blueprints

HSA-Alt ELA, Mathematics, and Science Test Design and Blueprints

The HSA-Alt test design and blueprint documents:

- describe the content of the summative HSA-Alt assessments and
- how that content will be assessed to HSA-Alt Range Performance Level Descriptors (Range PLDs) for the Hawaii Common Core Standards in ELA and Math, and the Next Generation Science Standards (NGSS) in Science.

[HSA-Alt English Language Arts Test Design and Blueprint](#)

[HSA-Alt Mathematics Test Design and Blueprint](#)

[HSA-Alt Science Test Design and Blueprint](#)

Navigating the HSA-Alt and Demonstration of the HSA-Alt Training Tests

How to Move Through the HSA-Alt

Each item will appear with audio buttons that look like little ears.



- The student or the Test Administrator must click on the separate audio buttons to listen to the passage or stimulus, question, and answer options.
- Make sure that students have been exposed to all three test components before responding.
- It is important that ALL students listen to the audio for the answer options as the audio may contain more information than is shown on the Answer Option card.
- Listen a 2nd time as needed! If the TA is repeating the test audio, remember to repeat verbatim.

How to Move Through the HSA-Alt

- The Expand Passage tool must be used in order to see the full visual for some math and science items.



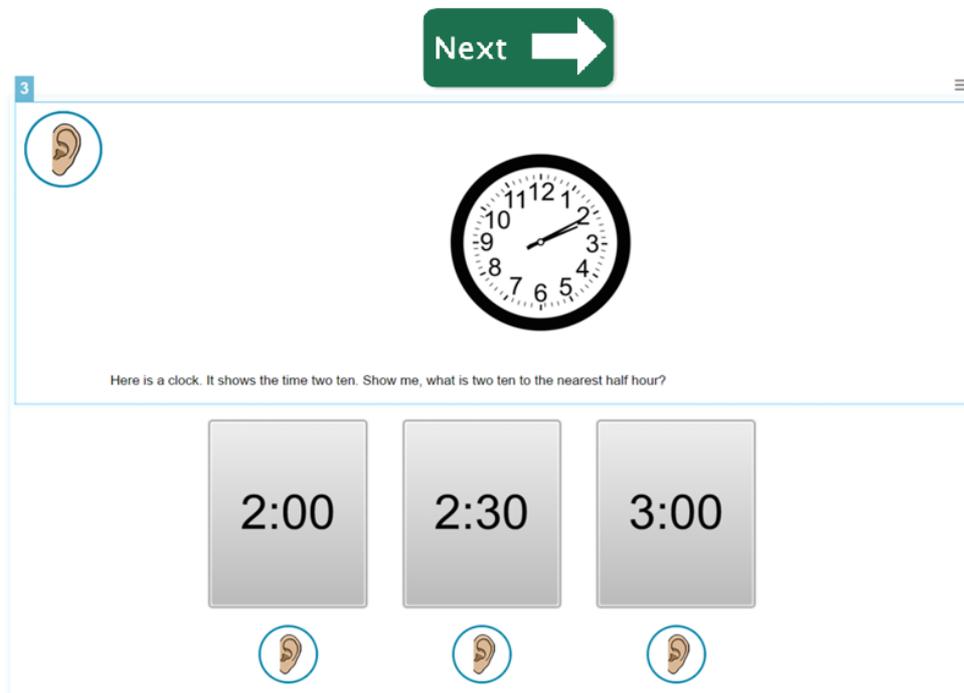
- **Assist students as needed with this tool to ensure they can see the visual both when the stimulus is presented and when the question and answer options are being considered.**

Entering a Response

- The student or the Test Administrator must enter a response, or the Test Administrator must select the “Mark as No Response” option in the item’s context menu, to move to the next item in the test.
- The student or the Test Administrator may select and de-select the answer options multiple times, if desired.
- There is, however, only one opportunity to submit a final response for an item.
- To do this the student or the Test Administrator makes the final response selection and clicks the "Next" button.

Entering a Response

- The green "Next" button will appear above each item when it is first presented.
- To record a final answer to the item, click the "Next" button.
- The answer will be recorded and the next item will appear.



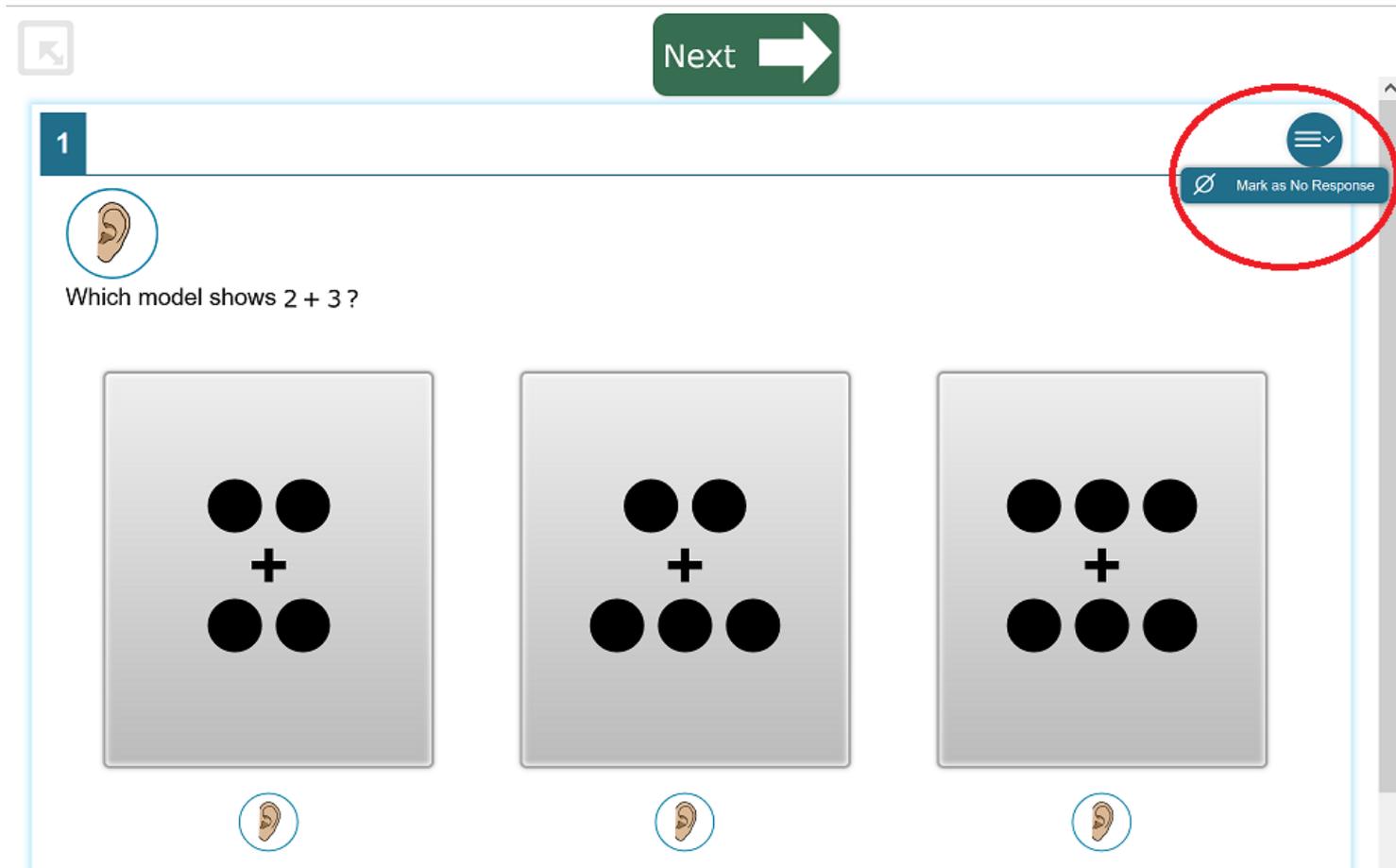
The screenshot shows a user interface for a learning activity. At the top center is a green button with the word "Next" and a white right-pointing arrow. Below this is a white rectangular area containing a clock icon on the left and a large analog clock in the center. The analog clock shows the time 2:10. Below the clock is the text: "Here is a clock. It shows the time two ten. Show me, what is two ten to the nearest half hour?". At the bottom of the white area are three gray rectangular buttons with the times "2:00", "2:30", and "3:00" written on them. Below each of these buttons is a small ear icon, indicating that the options are available for audio playback. The entire interface is framed by a light blue border.

Early Stopping Rule

- The online testing system will automatically implement the Early Stopping Rule if “Mark as No Response” is entered for the first 8 items on a student’s content area test.
- Keep in mind the TA responsibilities and requirements for students who will (or might) use the Early Stopping Rule:
 - Two tests sessions of no more than 4 items each session.
 - The two test sessions should be held on two separate days at different times of the day.
 - For students who will use the Early Stopping Rule, an observer **must** be present for at least 4 of the 8 items used for the Early Stopping Rule (the first 8 items in each content area test).

To record “No Response”

1. Go to the Context Menu,
2. Select “Mark as No Response”



The screenshot shows a math problem interface. At the top, there is a green "Next" button with a right-pointing arrow. Below it, a blue bar contains a "1" in a square and a context menu icon (three horizontal lines with a checkmark). The context menu is open, showing a "Mark as No Response" option with a checkmark, which is circled in red. The main content area has a question: "Which model shows 2 + 3?". Below the question are three gray boxes, each containing a different dot model for addition. Each box has a small ear icon below it. The first box shows two dots above a plus sign and two dots below. The second box shows two dots above a plus sign and three dots below. The third box shows three dots above a plus sign and three dots below.

1

Next

☰ ✓

⊘ Mark as No Response

Which model shows $2 + 3$?

● ●
+
● ●

● ●
+
● ● ●

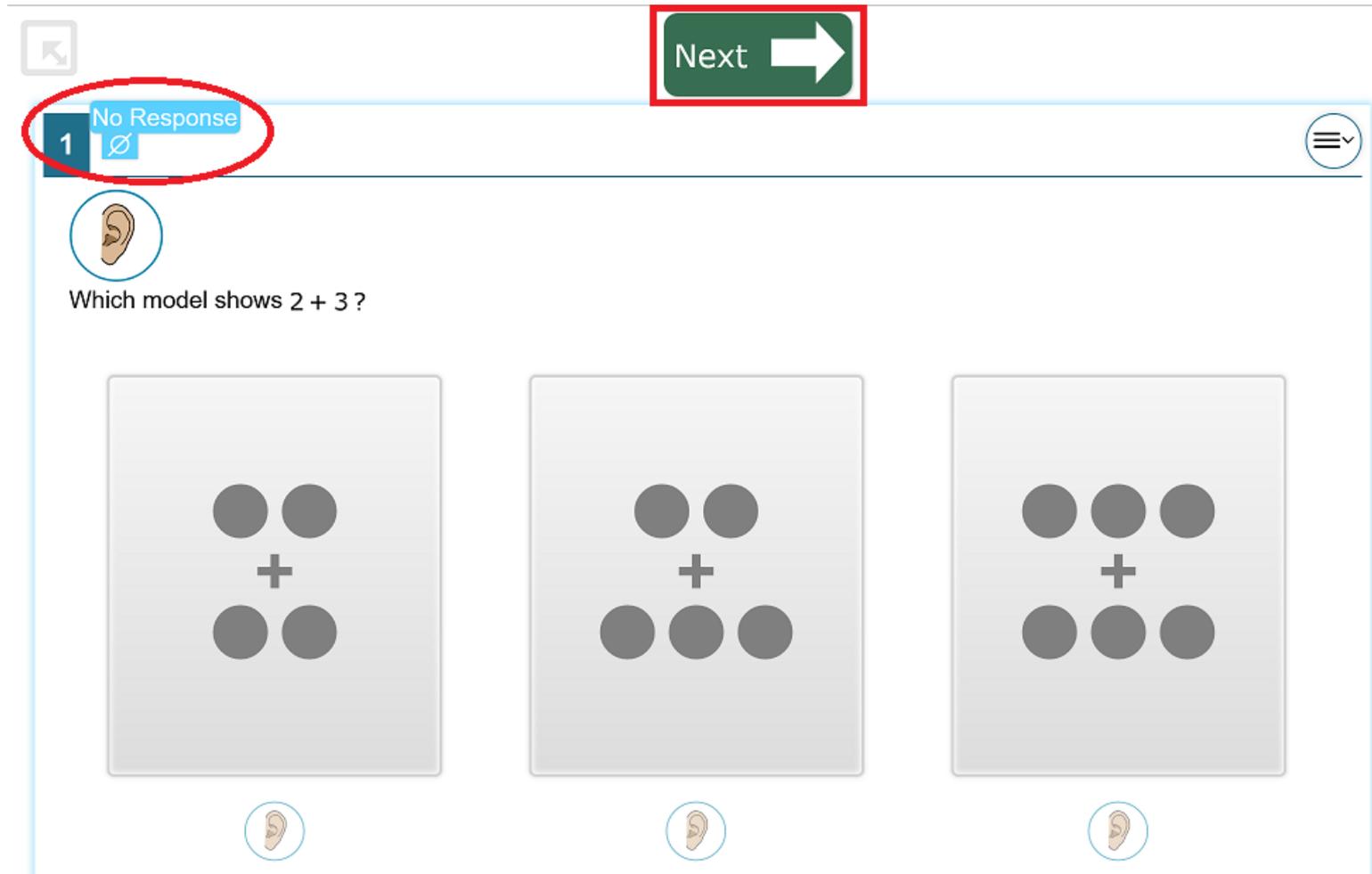
● ● ●
+
● ● ●

●

●

●

3. Click “Yes” in the pop-up message that appears
4. Press “Next” to continue to next item



The screenshot shows a user interface for a math question. At the top, there is a "Next" button with a right-pointing arrow, highlighted with a red border. Below it, a blue notification box contains the number "1" and the text "No Response" with a small icon. The main content area features a question: "Which model shows 2 + 3?". To the left of the question is an ear icon. Below the question are three rectangular boxes, each containing a different dot model for the equation 2 + 3. The first box shows two dots in the top row and two dots in the bottom row, with a plus sign between them. The second box shows two dots in the top row and three dots in the bottom row, with a plus sign between them. The third box shows three dots in the top row and three dots in the bottom row, with a plus sign between them. Below each box is a small ear icon.

Navigation Bar Tools

These tools are included in the Navigation bar, which is hidden from the student's screen during testing.

- **Help (?) button:** to open the on-screen help guide.
- **Zoom buttons:** to change the font size of an item.
- **Digital calculator:** for the student to perform calculations with, as needed and if preferred to a handheld device.
- **Pause button:** to pause the test.
- **Next and Back buttons:** to navigate through the test.
- **End Test button:** when students are done with the test.
- **Full Screen button:** to close the Navigation bar

How to Access the Navigation Bar

- The Navigation Bar can be located by looking for it in the **top left** corner of the page.
- Hover over the small gray box, it turns blue, click!



Here is another clock. It shows one thirty-five. Show me, what is one thirty-five to the nearest half hour?

How to Access the Navigation Bar

- A pop-up window will appear.
- For the password, enter the legal first name of the student.
- Click "Ok."



A screenshot of a dialog box with a white background and a thin grey border. The text "Please enter the password to exit fullscreen mode:" is displayed in a standard sans-serif font. Below the text is a rectangular input field. At the bottom left of the dialog box, there are two buttons: "Ok" and "Cancel". The "Ok" button is highlighted with a red circle.

How to Exit the Navigation Bar

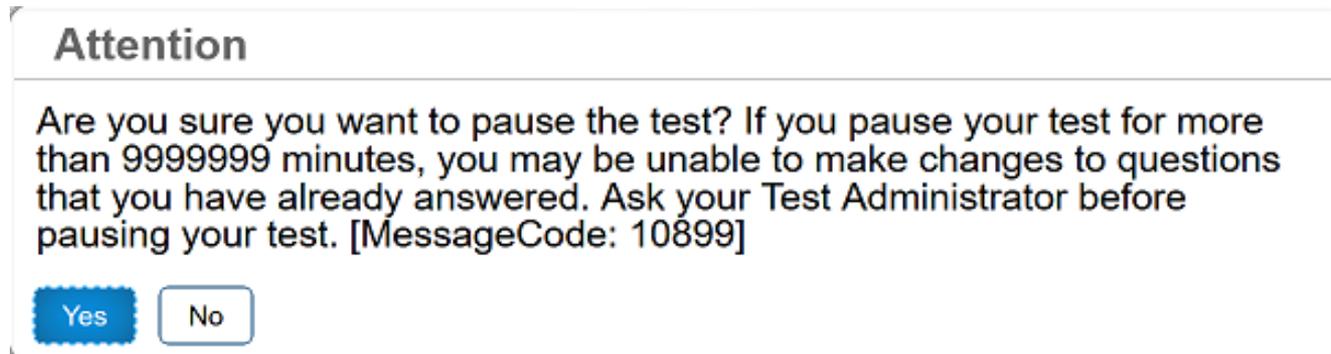
- The Navigation Bar will appear at the top of the page.
- To exit the Navigation Bar click on "Full Screen".

The screenshot shows a web application interface. At the top, a navigation bar is visible with several icons: a left arrow (Back), a right arrow (Next), a pause icon (Pause), a red square (End Test), and a green square with a white play icon (Full Screen). The 'Full Screen' icon is circled in red. To the right of these icons are zoom controls: a magnifying glass with a minus sign (Zoom Out) and a magnifying glass with a plus sign (Zoom In). Below the navigation bar, the main content area is titled '3' and contains a clock icon in a circle. The clock face shows the time 2:10. Below the clock, the text reads: "Here is a clock. It shows the time two ten. Show me, what is two ten to the nearest half hour?". At the bottom of the screen, there are three large grey buttons with the times "2:00", "2:30", and "3:00" displayed on them. Each button has a small ear icon below it, indicating an audio feature.

Pausing the Test

To pause the test from the student device:

1. Open the Navigation Bar
2. Click the **Pause** button.
3. A confirmation message will pop up.
4. Click **Yes** to pause the test.



Pausing the Test

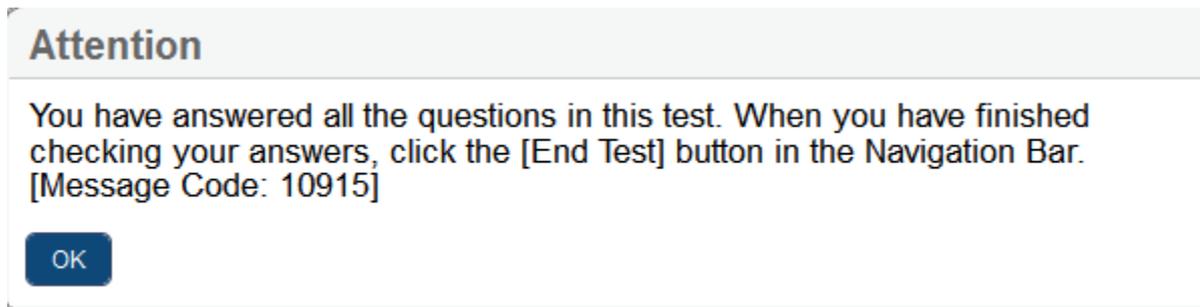
When the student is ready to resume the test:

1. The Test Administrator will need to log the student in again.
2. When the test is resumed, the student will be shown the first test item that has not yet been completed.

You can take as many breaks as you need during the test window to complete the test.

Ending the Test

- After students respond to the last item on the test, a message box will appear indicating that all of the test questions have been answered.

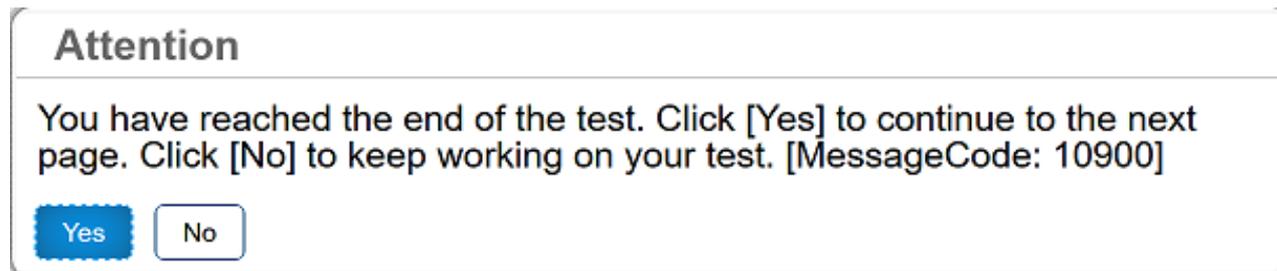


- The Test Administrator should collect the student device, access the Navigation Bar, and click the "End Test" button.



Ending the Test

- A message box will appear asking the Test Administrator to confirm.
- Click "Yes" to continue.



Ending the Test

Congratulations, you reached the end of the test!

If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

 = Item is marked no response

1 	2	3	4	5	6	7
8	9	10	11	12	13	14
15						

Next Step:

When you are done reviewing your answers, select **Submit Test**. You cannot change your answers after you submit the test.

Submit Test

- When this screen appears, do **NOT** review a student's previously recorded answers.
- Simply tap or click the **Submit Test** button.

Results Screen

Your Results

Your test was submitted. You may review the test details below.

Student Name:

GUEST, GUEST (Student ID: GUEST)

Test Name:

Grade 4 HSA-Alt Mathematics Training Test

Test Completed On:

1/11/2022

You may now log out.

Next Step:

To log out of the test, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Demonstration of How to Access the Student Training Test

alohahsap.org > HSA-Alt > Student Training & Practice Tests

- a. Sign in as a Guest
- b. Select Grade
- c. Select Content Area Test or LCI

Reflect:

- What types of items do you notice?
- What thinking processes must students employ?
- What skills are needed for navigation?

Breakout – Training Tests Work Session

- Task: Access the student training test and take the grade-level content area tests for your grade(s).
- You will be put in breakout rooms for this activity so that you can support each other as needed.
- Listen for others who may be asking for help.
- You may turn on your camera during breakout sessions. It is nice to see each other for a change.
- You have 10 minutes for this activity.
- We will meet back up in the main room to discuss your experiences with the student training test.

Reflect:

- What types of items do you notice?
- What thinking processes must students employ?
- What skills are needed for navigation?

Time for a Short Break!

HSA-Alt Test Administrator Code of Ethics

- The test administrator option of entering a student's response for them or entering "No Response" for a student increases the importance of ensuring fair and standardized administrations for the HSA-Alt.
- For this reason, all HSA-Alt test administrators are required to agree to uphold the HSA-Alt Code of Ethics.
- In addition, the Code of Ethics ensures that TAs follow the test administration guidelines and test security procedures to ensure a fair and valid assessment for students with SCDs.

HSA-Alt Test Administrator Code of Ethics

1. Exhibit the highest degree of professional ethics.
2. Plan for and include IEP-aligned accommodations during testing, including consideration of a student's familiar communication system.
3. Provide HSA-Alt students with online training test opportunities prior to testing.
4. Follow all test security and test administration procedures, including the close supervision of all students during HSA-Alt testing to ensure that students receive:
 - The full audio delivery of stimulus, question, and answer options;
 - The expanded view of math and science visuals; and,
 - Sufficient wait time and presentation repetition to maximize student opportunity to respond to test items.

Early Stopping Rule

An Early Stopping Rule will be instituted if all of the following conditions are met:

1. The student does not respond to the first eight items in the assessment.
2. The first eight items are administered across two different sessions on two different days at two different times in the day. (4 + 4 = 8)
3. The "No Response" option is selected for the student by the Test Administrator using the context menu for each of the first eight items.
4. The Test Administrator affirms that the student was provided with appropriate accessibility supports during testing and sufficient response time.
5. An Observer is present for a minimum of four of the eight items.

Once the first three conditions are met, the online system will automatically stop the student's test. For the student's test to count for participation, the Test Administrator and the Observer will need to complete and sign the [Early Stopping Rule form](#).

This process will need to be completed for each content area test the student is eligible to take. Test Administrators will still be required to complete the Learner Characteristics Inventory (LCI) prior to starting the content area tests.

Early Stopping Rule Considerations

- If the Test Administrator anticipates that a student will be non-responsive during testing, they should arrange for a second person to serve as an Observer prior to testing.
- If a student unexpectedly does not respond to the first four items, the Test Administrator must pause the student's test at item #4.
- The TA should then arrange to have an Observer present on another day to observe the next four items that are delivered.

Early Stopping Rule Testing Impropriety

- If the Test Administrator forgets to pause a test and a student does not respond to the first eight items and no Observer was present, the Test Administrator will need to alert their school Test Coordinator to submit a [Testing Incident Report](#) and request a Test Reset.
- The student will have to take the test over.
- Make sure to have an Observer and use two sessions for the Early Stopping Rule!

Early Stopping Rule Follow-up

- As a final step in Early Stopping Rule guidelines, the Test Administrator and Observer sign the Early Stopping Rule form verifying that the test was administered with fidelity.
- This form is then given to the School Test Coordinator who is responsible for submitting the completed form to the Assessment Section.

Demonstration of how to access the Online TA Certification Course

Two portal avenues to the Online TA Certification Course:

alohahsap.org > HSA-Alt > Teachers > Online TA Certification Course > Sign in using your TIDE password

alohahsap.org > HSA-Alt > TAs and TCs > Online TA Certification Course > Sign in using your TIDE password

logout

<p>Hawai'i State Assessment Program</p> <p>Smarter Balanced Assessments, Hawai'i State Science Assessments, and End-of-Course Exams Test Administration Certification Training.</p> <p>Click Here to take this course</p>	<p>Hawai'i State Assessment Program</p> <p>Hawai'i State Alternate Assessment (HSA-Alt) Test Administration Certification Training for the Online (iPad) Administration.</p> <p>Click Here to take this course</p>	<p>Hawai'i State Assessment Program</p> <p>Hawai'i Assessment Program Remote Summative Test Administration Certification Training.</p> <p>Click Here to take this course</p>
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Completing the Online TA Certification Course

- Now you will complete the full HSA-Alt Online TA Certification Course
- You will need your TIDE password to access the TA Course
- Meet up here at the top of the hour
- You will need to have completed the TA certification in order to submit LCI tests for your student(s) after lunch

Lunch Break

Please return to the WebEx
by 12:40 p.m., we will resume
right at 12:45 p.m.

Mahalo!

When is the HSA-Alt Administered?

The online LCI-HIORA, required to begin summative testing, is available:

December 7, 2021 – May 27, 2022

The test window for the summative online HSA-Alt is:

February 22 – May 27, 2022

Paper/Pencil form Test Administrators will need to finish testing by:

May 20, 2022

Who May Administer the HSA-Alt?

Personnel Who May Serve as Test Administrators for the HSA-Alt	
Personnel	Requirements
Special education teacher, including a teacher hired (full or part time) by a private recruiting agency	Must have a teacher license or credential (for Hawai'i or another state)
General education teacher (full or part time)	Must have a Hawai'i teacher license or credential
School counselor	Must have a master's degree in counseling
Instructor	Must be teaching a class independently in a content area where there is a shortage of Hawai'i licensed or credentialed teachers
Long-term substitute teacher	Not required to have a Hawai'i teacher license or credential if he or she is teaching a class independently
Identified public charter school employee	Must be a qualified teaching staff member
District resource teacher	Must be a Hawai'i State Alternate Assessment Support Team member
Test coordinator	Must have any one of the above requirements

TA Advance Preparations

1. Acquire Apple ID Password (for iPad)
2. Update iPad (if student is using an iPad)
 - a. Operating System - iOS 13.7, 14.5
 - b. Latest CAI Secure Browser (download from Apple App Store)
 - c. Confirm that student's assistive technology is working
3. Ready teacher's device
 - a. Mozilla Firefox 87+, Chrome 91+, or Apple Safari 13+
 - b. Disable Pop-up Blocker on Web Browser
4. Update your TIDE password
5. Find Legal first name and SSIDs for students
6. Make sure student tools and supports (concrete materials, graphic organizers, calculator) are ready

Other Advance Preparations

- An adequate internet connection is needed for delivery of the HSA-Alt test; make sure that the testing room has a good internet connection.
- Students may perform better in a quiet, familiar location and at certain times of the day.
- If possible, conduct Student Training Test sessions in the same location/time as scheduled for the actual test.
- Arrange for educational assistant support, as needed; Proctor Acknowledgement Forms will be need to be completed by all EAs who are in the testing room.
- HSA-Alt accommodations and designated supports should be set in TIDE under “Non-Embedded Accommodations” and “Non-Embedded Designated Supports” by the student’s teacher or Test Administrator prior to the start of testing.

Test Administrator Responsibilities

- Prepare the assessment environment, ensuring that the student is comfortable, focused, and has all necessary accommodation and communication supports.
- Remain with or near the student while the test is in session
- Make sure that the student:
 - Hears the full test item; use the ear icons to play audio for the stimulus, question, and all answer options
 - Sees the full visual; use the expand/collapse tool to assist your student
- Provide headsets if others are in the room
- Maintain test security and report testing irregularities

NEW: Mandatory HSA-Alt Test Administrator Requirement for Test Direction Delivery

- HSA- Alt Test Administrators must use the HSA-Alt Test Directions script provided in the [HSA-Alt Test Administration Manual](#) (TAM) to start each HSA-Alt summative assessment, refer to Appendix B, pp. 88-95 of the TAM.
- This script must be provided to each HSA-Alt student prior to the start of each summative assessment.
- Script includes directions for starting, administering, and submitting a test.

*Note: It's mandatory to follow the script to the extent possible, taking into consideration the abilities of the student you are testing.

HSA-Alt Accessibility Supports*

There are three levels of supports for the HSA-Alt:

- Universal Tools
 - Available to all HSA-Alt students
 - Not monitored by the State
 - Low probability of impacting test validity
- Designated Supports and Accommodations
 - Available to some HSA-Alt students
 - Monitored by the State via teacher input in TIDE
 - High probability of impacting test validity
 - Must be provided during testing

*For HSA-Alt Accessibility Supports, refer to pp. 46-55, [HSA-Alt 2021-2022 TAM](#).

HSA-Alt Universal Tools

- Audio Playback
- Calculator
- Graphic organizer
- Highlighting
- Extended Time
- Re-focusing
- Breaks
- No Response

This list is not exhaustive! Refer to the [*HSA-Alt Test Administration Manual*](#) (pp. 46-55) for additional information about universal tools.

HSA-Alt Designated Support and Accommodations

Designated Support:

- [Translated Test \(Paper-Pencil Test Kit Request form\)](#)

Please refer to the [HSA-Alt Test Administration Manual](#) for additional information about identifying, setting, and requesting supports for HSA-Alt testing.

Accommodations:

- Alternate Response Options
- American Sign Language (non-embedded)
- Calculator
- Concrete Materials
- Multiplication Table
- [Paper/Pencil Test \(requires Paper-Pencil Test Kit Request form\)](#)
- Read Aloud
- Reinforcement System
- Scribe
- Tactile Sensitivity
- Visual Descriptions

Documenting Supports

Where in the IEP?

- Services page
 - Clarification of Supports and Services section
 - Supplementary Aids and Services section

Where in the Test Information Distribution Engine (TIDE)?

- Non-Embedded Designated Supports and Non-Embedded Accommodations at the center and bottom of the Student Details page

IEP Documentation

Considerations	PLEP	Transition Services	Standards and Goals	Services	ESY	Statewide Assessment	LRE	Actions
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Special Education and Related Services *

Service	Projected Start	Projected End	Frequency	Location	ESY	Inactive	New Service
<input type="button" value="Open"/>							
Supplementary Aids and Services - Program Modifications and Supports for School Personnel							
Service	Projected Start	Projected End	Frequency	Location	ESY	Inactive	New Service
<input type="button" value="Open"/>							
Clarification of Supports and Services							

Translated Test Designated Support and the Read Aloud, Scribe, and Visual Descriptions Accommodations

- Extra steps are required!
- Test Administrators must:
 - Read the [specific support guidelines](#) for Translated Test, Read Aloud, Scribe and/or Visual Descriptions before testing a student who uses these support(s).
 - Complete and sign the [Test Security and Confidentiality form](#).
 - Give the signed form to the School Test Coordinator.

All administration forms can be found on the Alt portal [here](#) on alohahsap.org or as appendices in the Alt TAM.

Learner Characteristics Inventory (LCI*)

- Part I and Part II (LCI is combined with the Hawaii Observational Rating Assessment [HIORA])
- The LCI* has two parts:
 - Part I is used by the teacher to describe the student's characteristics
 - Part II collects teacher ratings of student transition readiness and understanding of content area expectations
- The LCI data must come from the person who is most familiar with the student.
- The LCI **must** be completed prior to bringing a student in for live testing. Content area tests are not available for a student until the LCI is completed!
- The data helps to inform state policy and is used to support federal Peer Review purposes.

*Kearns, J., Kleinert, H., Kleinert, J., and Towles-Reeves, E. (2006). *Learner Characteristics Inventory*. Lexington, Kentucky: University of Kentucky, National Alternate Assessment Center.

Logging into the HSA-Alt Assessments

Teacher's Device

Setting up a Test Session

Step 1: Readyng your TA device

- The TA Site must be accessed on a separate computer than the one the students will be using for testing.
- Test Administrators need to have the School's Technology Coordinator make sure that their computer is configured properly to support online testing.
- Web browser requirements are:
 - Mozilla Firefox 87+, Chrome 91+, or Apple Safari 13+
- Disable all pop-up blockers on your browser.

Step 2: Accessing the TA Live Site

<https://alohahsap.org>

Welcome to the Hawai'i Statewide Assessment Program Portal

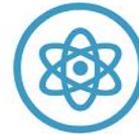
This is the official site for the Hawai'i Smarter Balanced Assessments, the Hawai'i State Alternate Assessments, the Hawai'i State Science Assessments, the Hawai'i End-of-Course Exams, and the Kaiapuni Assessment of Educational Outcomes.



Hawai'i Smarter Balanced Assessments



Hawai'i State Alternate Assessments



Hawai'i State Science Assessments



Hawai'i State End-of-Course Exams



Kā'EO Assessments



Other Assessments

Step 2: Accessing the TA Live Site

Welcome to the Hawai'i State Alternate Assessments Portal

This portal is your source for information about the Hawai'i State Alternate Assessments.

Hawai'i Department of Education Important Dates Supported Browsers Resources

Announcements

INFORMATIONAL
Updated Spring 2022 HSA-Alt Training Tests Available
1/11/2022
Updated versions of the HSA-Alt Training Tests are now available. Click the announcement title for full details.

MEETING
Registration Open for HSA-Alt Test Administrator Trainings in February 2022
1/3/2022
Registration is now open for the February 2022 HSA-Alt Test Administrator Trainings. Click the announcement title for full information.

[Find More](#)

Browse by User

- 

Students and Families
Access practice tests and other resources to help students prepare for testing.
- 

Teachers
Access systems used before, during and after testing and review key resources.
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Test Coordinators and Administrators
Access systems used before, during and after testing and review key resources.
- 

Technology Coordinators
Access secure browsers and technology documentation.

Step 2: Accessing the TA Live Site

Test Coordinators and Administrators
Access systems used before, during and after testing and review key resources.

Home > Users > Test Coordinators and Administrators

Announcements

INFORMATIONAL
Updated Spring 2022 HSA-Alt Training Tests Available
1/11/2022
Updated versions of the HSA-Alt Training Tests are now available. Click the announcement title for full details.

MEETING
Registration Open for HSA-Alt Test Administrator Trainings in February 2022
1/3/2022
Registration is now open for the February 2022 HSA-Alt Test Administrator Trainings. Click the announcement title for full information.

Preparing for Testing

SYSTEM
Online TA Certification Course
Complete required training on using the TA Interface and administering tests.

SYSTEM
Student Training & Practice Tests
Become familiar with the testing system and types of questions on the operational and interim tests.

SYSTEM
TIDE (Test Information Distribution Engine)
Manage users and student information, monitor test progress, and submit testing incident requests.

SYSTEM
TA Training Site
Become familiar with TA Interface and proctor practice sessions for students and guest users.

Administering Tests

SYSTEM
TA Live Site
Create and manage operational and interim test sessions from any web browser.

Step 3: Logging in to the TA Live Site

Please Log In

Enter your username and password to log into CAI online systems. Once you log in, you will automatically be directed to your selected system.

Need More Help?

If you **forgot your password or need a new password**, please use the **Forgot Your Password** link to reset it.

For assistance, contact the Help Desk at
1-866-648-3712 | hsaphelpdesk@cambiumassessment.com

EmployeeID@k12.hi.us

Login



[Forgot Your Password?](#)

Secure Login

First Time Login This School Year?

Login emails for all HIDOE users, except Charter Schools, have been updated to the new email format: EmployeeID#@k12.hi.us. The passwords you used during the previous school year has expired.

[Request a new one for this school year.](#)

Step 3: Logging in to the TA Live Site

[Alerts](#) [Help Guide](#) [Logout as Demo, User](#)

Hawai'i Statewide Assessment Program | Proctor Application for the Test Delivery System

Active Sessions Upcoming Sessions

These are your current/active testing sessions.

The table below shows all the sessions that are live for you right now.

Active Sessions				
Session ID	Session Info	Type	Share	Action
No active sessions.				



Start a New Session Now

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Step 4: Selecting your Tests

Live Test Selection 🔍 ✕

Filter By:  Add Filter

HSA-Alt ⌵

Choose which tests to add to your session from the tree, and then start your session.

- HSA-Alt LCI
- Grade 3 HSA-Alt LCI
- Grade 4 HSA-Alt LCI
- Grade 5 HSA-Alt LCI
- Grade 6 HSA-Alt LCI
- Grade 7 HSA-Alt LCI
- Grade 8 HSA-Alt LCI
- Grade 11 HSA-Alt LCI
- Mathematics
- English Language Arts (ELA)
- Science

7 Tests Selected 🗑️ Clear All

HSA-Alt

- ✕ Grade 3 HSA-Alt LCI
- ✕ Grade 4 HSA-Alt LCI
- ✕ Grade 5 HSA-Alt LCI
- ✕ Grade 6 HSA-Alt LCI
- ✕ Grade 7 HSA-Alt LCI
- ✕ Grade 8 HSA-Alt LCI
- ✕ Grade 11 HSA-Alt LCI

Back ▶ Start Live Session

Live Test Session in Progress

The screenshot shows the Hawaii Statewide Assessment Program interface. At the top, there is a navigation bar with links for Student Lookup, Approved Requests, Print Session, Help Guide, Alerts, and Logout. Below this is a banner with the Hawaii Statewide Assessment Program logo and a "Live Session ID" field containing "ORANGE-9FE4-1", which is circled in red. To the right of the ID field is a "Select Tests" button. Below the banner, there is a section titled "Students in your **Live** Test Session" with a summary bar showing 0 students awaiting approval, 0 print requests, and 0 active tests. The main content area is titled "Instructions" and contains a "1 Start Session" section. This section instructs users to press the "Select Tests" button, mark checkboxes for desired tests, and then press the "Start Session" button. It also provides a list of test acronym abbreviations.

Student Lookup Approved Requests Print Session Help Guide Alerts Logout

Hawai'i Statewide Assessment Program

Live Session ID
STOP ORANGE-9FE4-1

Select Tests

Students in your **Live** Test Session

0 students awaiting approval 0 print requests 0 active tests

Instructions

1 Start Session
Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Session** button.

Here is a list of acronyms for the tests:

- CAT – Computer Adaptive Test
- E – English Language Arts
- ELA – English Language Arts
- ELA IAB – English Language Arts Interim Assessment Blocks
- G – Grade Level (e.g. G8M = Grade 8 Mathematics)
- HSA – Hawaii Statewide Assessment
- HSA-Ait – Hawaii State Alternate Assessment
- IAB – Interim Assessment Blocks
- ICA – Interim Comprehensive Assessment
- M – Mathematics
- MTH IAB – Mathematics Interim Assessment Blocks

Student's Device

Launching the Secure Browser on the student device*

- Once the Test Administrator sets up the test session in the TA Site, they will need to launch the Secure Browser on the student's device.
- Click the SecureTestBrowser application to launch the Secure Browser.

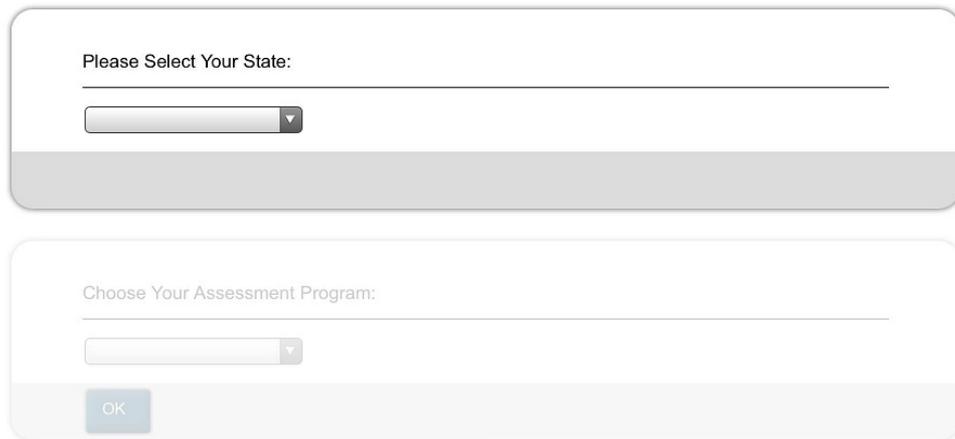
* An iPad, Chromebook, or computer are all acceptable student testing devices so long as they meet the minimum technology requirements:

<https://hsa-alt.alohahsap.org/supported-browsers.html>



Step 1: Logging the Student into the Test Delivery System

- The Secure Browser may prompt the Test Administrator to choose a state and test.
- If prompted, select the testing state, Hawaii, and the test, the Hawaii Statewide Assessment Program.



The image displays two sequential screenshots of a web-based interface for selecting test parameters. The first screenshot shows a prompt "Please Select Your State:" followed by a horizontal line and a dropdown menu. The second screenshot shows a prompt "Choose Your Assessment Program:" followed by a horizontal line and a dropdown menu, with an "OK" button located below the dropdown.

Step 1: Logging the Student into the Test Delivery System

- Once the student login screen appears, as shown below, the Test Administrator or the student will need to enter the required login information.

The screenshot shows the login interface for the Hawaii Statewide Assessment Program. At the top, the header includes the 'Hawaii Statewide Assessment Program' logo and a settings gear icon. The main heading is 'Please Sign In'. The login form consists of three stacked input fields: 'First Name' with a person icon and an example 'EX: JORDAN', 'Student ID' with a student ID card icon and an example 'EX: 123456789', and 'Session ID' with a key icon and an example 'UAT'. A blue callout box on the left contains the text: 'This is the Live Test Site. If you want to go to the Practice Test Site click the button below.' Below this text is a button labeled 'Go to the Practice Test Site'. At the bottom left, there is a 'Live Test Site' indicator with a checkmark icon. A green 'Sign In' button is positioned at the bottom center. The bottom right corner shows a grid of four small squares. The status bar at the top of the iPad shows 'iPad', signal strength, '1:23 PM', and '19%' battery.

Step 2: Verifying Student Information

- Next, students will see the **Is This You?** screen. At this point, each student must verify his or her personal information.
- The Test Administrator may assist the student with this step.

Is This You?

Please review the following information.

First Name DemoFirstName	SSID 9999999
Last Name DemoLastName	Grade 5
Date of Birth July 15, 2007	School: Demo School 9001



Yes

No

Step 3: Selecting the Test

- The **Your Tests** screen displays the test(s) the student can take.
- These are the same tests the Test Administrator selected when setting up the test session using the TA Site.

Your Tests

Select the test you need to take.

HSA-Alt



Start HSA-Alt LCI Form

This is opportunity 1 of 1



Start HSA-Alt Grade 5 English Language Arts (ELA)

This is opportunity 1 of 1



Start HSA-Alt Grade 5 Mathematics

This is opportunity 1 of 1



Start HSA-Alt Grade 5 Science

This is opportunity 1 of 1

Step 4: Approving the Student to Test

(Switch back to the TA's device; don't forget to check accommodations)

Approvals and Student Test Settings  Approve All Students  Refresh  Done

1 students awaiting approval  = HSA-Alt

HSA-Alt Grade 3 English Language Arts (ELA)

Student Name	Student ID	Opp #	See Details	Action
Demo, Student	0123456789	1	Standard	  

Step 5: Confirm the Student's Test

- After the Test Administrator has approved the student for testing, switch back to the **student device**.
- The student will need to verify the test information and settings on the **Your Test Settings** screen.

Your Test Settings:

Review the following test settings.

Grade 3 HSA-Alt English Language Arts

Embedded Universal Tools		
	Expandable Passages	On
	Zoom	No default zoom applied

Step 6: Complete Audio Check (for content area tests)

- Complete the audio check on this page to verify the online testing audio is working on the student's device and the volume levels are set correctly.

Audio/Video Checks

Your test uses multi-media features. Please perform the following checks before continuing.

Audio Playback Check

Make sure audio playback is working.

 To play the sample sound, press the speaker button.

Next Step:

If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.

I heard the sound I did not hear the sound

Step 7: Instructions and Help

- After the test information and settings have been verified, the student will see the **Instructions and Help** screen.
- Students do not need to review this screen since the Navigation buttons will be hidden from them.

Instructions and Help

You may select the question mark button to access this Help Guide at any time during your test.

Help Guide

The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page.

[View Help Guide](#)

Test Settings

Use this button to review your test settings

[View Test Settings](#)

[Begin Test Now](#)

[Return to Login](#)

Step 8: On iPads Only – Confirmation Pop-Ups

Confirm App Self-Lock

SecureTestBrowser wants to start Single App Mode. You will be unable to use other apps on iPad until SecureTestBrowser ends Single App Mode. Do you want to allow this?

No **Yes**

Welcome

Your test will now start and audio/video features will be enabled.

OK

Completing the Online LCI

- Remember that the LCI must be completed first as completion of this test activates the content area tests.
- The LCI is completed using the same login process (TA device and separate student device) as the content area tests.
- The student should not be present when the TA completes the LCI via the online testing system.
- Remember if the Test Administrator is not the student's teacher than they will need to get the information from the teacher to complete this survey accurately.

Demonstration of how to start a live test session, sign in a student, and complete the LCI

1. TEACHER DEVICE:

alohahsap.org > HSA-Alt > Teachers or TA/TC > Live Testing Sites > TA Live Site > Sign in using your TIDE password > Select the LCI > Start LCI Test > Write down Session ID

2. STUDENT DEVICE:

Open the Secure Browser > Select Hawaii > Enter student first name, SSID, and Session ID > Verify student information > Select LCI test

3. TEACHER DEVICE:

Verify accommodations, Approve student for testing

4. STUDENT DEVICE:

Confirm LCI test, complete login screens, complete the multiple pages of the LCI

For Help or More Information

Visit <https://hsa-alt.alohahsap.org/>

Call, fax, or email the HSAP Help Desk

- Hours: 7:30 am to 4:00 p.m. HST, Monday-Friday (except holidays)
- Phone: 1-866-648-3712, Fax: 1-877-231-7813
- E-mail: HSAPHelpDesk@cambiumassessment.com

Visit the HODOE Assessment Section Intranet site:

<https://intranet.hawaiipublicschools.org/offices/osip/aa/hsaalt/Pages/default.aspx>

For Help or More Information

- If you are not sure if your network is properly configured or you have technology questions, contact your school technology coordinator.

Resources – alohahsap.org

Links to the HSA-Alt TA training requirements, resources, and references to the HSA-Alt Test Administration Manual (TAM) can be found [here](#).

Questions?