



Guide to Navigating the Online HSA-Alt Administration

2022 – 2023

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Prepared by Cambium Assessment, Inc.



The information contained in this document is to be used only for the alternate assessments that students will take using computers or tablets.

This guide is not to be used for the paper-based alternate assessments.

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Section I. About the Alternate Assessments

The Hawai'i Statewide Assessment Program (HSAP) includes summative alternate assessments (HSA-Alt) in English Language Arts (ELA), Mathematics and Science, and the HSA-Alt Classroom Embedded Assessments (CEAs) pilot in ELA, Mathematics and Science. These assessments are linked to the Hawai'i Common Core Standards and/or Next General Science Standards through the Hawai'i State Assessment – Alternate (HSA-Alt) Essence Statements and corresponding Range Performance Level Descriptors (Range PLDs). (These documents are posted in the Resources section on the HSA-Alt portal page at alohahsap.org). Students in grades 3–8 and 11 are administered the summative Hawai'i State Assessment – Alternate in ELA and Mathematics. Students in grades 5, 8 and 11 are also administered the summative Hawai'i State Assessment – Alternate in Science. Students in grades 5, 6, 8, and 11 are eligible for the new HSA-Alt Classroom Embedded Assessments (CEAs) in ELA and Science (grades 5, 6, 8 and 11) and Mathematics (grades 5, 6, and 8) year 2 pilot administration in SY 2022-2023. The CEAs, unlike the summative, are an optional assessment.

Introduction to the Online Alternate Assessments (Online HSA-Alt)

The Hawai'i Department of Education and Cambium Assessment, Inc. (CAI), developed online alternate assessments that allow students to use computers or tablets to access the assessments.

These online alternate assessments are available within the **Online Testing System**. Thus, the process of taking these online alternate assessments is similar to taking the HSA Science and Smarter Balanced tests or End-of-Course Exams in the following ways:

- Test Administrators create an online test session for students.
- Students use the secure browser to access the alternate assessments on an iPad, tablet, or other device such as a Chromebook, laptop or desktop computer.
- Students who are approved for the paper/pencil test kit format of the summative alternate assessment will be administered the test using the online interface alongside printed response options and test visuals. There is no paper/pencil test kit for the CEAs.
 - Printed materials related to CEAs administration, including PDFs of the performance-based tasks and activities, may be found on the Hawaii TIDE site at www.hitide.org in the General Resources section.

Section II. Introduction to the User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in the summative alternate assessment practice tests, the summative operational tests, and the CEAs year 2 pilot tests.

This user guide does not provide information regarding policies for administering the alternate assessment or how to identify which students should take the HSA-Alt assessments. For information about these policies and procedures, refer to the *HSA-Alt Summative Test Administration Manual*, the *HSA-Alt Classroom Embedded Assessments Test Administration Manual*, and the *HSA-Alt Test Coordinators Manual* on the [HSA-Alt portal](#) on the Resources page.

NOTE: Test Administrators who will be administering remote summative assessments should also review the *Quick Guide for Test Administrators for Remote Summative Administration* user guide available on Resources page of the HSA-Alt portal: <https://hsa-alt.alohahsap.org/resources>.

User Guide Content

- [Overview of the Online Testing System](#) provides an overview of online testing and general test rules.
- [Accessing the Test Administration Sites](#) explains how to access and log in to the Test Administration (TA) Sites.
- [Overview of the Test Administration Sites](#) describes the overall layout of the TA sites and highlights the important tasks and functions.
- [Administering Online Tests](#) outlines the process for creating a test session, approving students for testing, pausing tests, and logging out.
- [Signing in to the Student Testing Site](#) explains the processes for logging in a student to the Student Testing Site and selecting an alternate assessment.
- [Overview of the Student Testing Site](#) describes the layout of the alternate assessments and items as they appear on the screen.
- [Proceeding Through a Test](#) provides an overview of how to navigate through the summative and CEA test items and submit the assessment.
- [Appendix A](#), [Appendix B](#), and [Appendix C](#) provide information on configuring tablets for testing; a "Quick Guide" to creating test sessions and logging in; and Help Desk contact information in case of technical difficulties in accessing or using the HSAP systems.

Document Conventions

[Table 1](#) describes the conventions appearing in this guide.

Table 1. Key Icons and Elements

Icon	Description
	Warning: This symbol accompanies important information regarding actions that may cause fatal errors.
	Alert: This symbol accompanies important information regarding a task that may cause minor errors.
	Note: This symbol accompanies additional information or instructions of which users must take note.
	Policy: This symbol accompanies information regarding test administration policies.

Intended Audience

This user guide is intended for Test Administrators responsible for administering tests with the Online Testing System. To use this system, you should be familiar with using a web browser to retrieve data and filling out web forms. You should also be familiar with printing documents, adjusting a computer’s audio settings, and using iPads (or other tablets, laptops, or computers) for testing.

Additional Resources

The following publications provide additional information:

- For information about policies and procedures that govern secure and valid summative test administration, see the *HSA-Alt Summative Test Administration Manual*.
- For information about policies and procedures for CEA test administration, see the *HSA-Alt Classroom Embedded Assessments Test Administration Manual*.
- For information about student and user management, see the *HSAP TIDE User Guide*.
- For information about supported operating systems and browsers, network and internet requirements, and general peripheral and software requirements, see the *Online Technology Guide* page. For information about installing secure browsers, refer to the configuration, troubleshooting, and advanced Secure Browser installation instructions for each supported operating system.

The above resources are available on the HSA-Alt portal (<https://hsa-alt.alohahsap.org>) in the Resources section in the “Test Administration” and “Technology” resource folders.

Section III. Overview of the Online Testing System

The Online Testing System delivers Hawai'i's online tests. The following sections describe highlights of online testing in general and the Online Testing System in particular.

Description of the Online Testing System's Sites

The Online Testing System consists of practice and training sites and operational testing sites. The training sites function identically to the operational testing sites. However, the tests that are available in the training site and operational site are different. Tests administered in the TA Training Site are for practice, whereas the tests provided in the TA Live Site are operational and students' scores will be official.

- **Training Sites**
 - **TA Training Site:** Allows Test Administrators to practice setting up a test session and administering tests.
 - **Student Training and Practice Test Site:** Allows students to practice taking tests online and using test tools. Students can log in to the testing site with their name and ID or as guests. They can either take proctored tests using a practice test session ID created by Test Administrators in the **TA Training Site** or they can take non-proctored tests.
- **Operational Testing Sites**
 - **TA Live Site:** Allows Test Administrators to administer operational tests (both summative and CEA).
 - **Student Testing Site:** Allows students to take operational tests (both summative and CEA).

User Roles and System Requirements

Access to the training and operational testing sites depends on your user role and browser.

- Test Administrators can use any supported web browser to access either the TA Training Site or the TA Live Site.
- Students, Test Administrators, and parents can use a supported web browser or secure browser to access the Student Training and Practice Test Site as guests. Students can also sign in to a training test session created by a Test Administrator.
- Students use a secure browser to access the Student Testing Site.

For more information about user roles and system access, see the *HSAP Systems User Roles and Access* document or the *TIDE User Guide* available on the HSA-Alt portal (<https://hsa-alt.alohahsap.org/>) in the Resources section.

For information about supported operating systems and browsers, see the [Online Technology Guide](https://hsa-alt.alohahsap.org/) page available on the HSA-Alt portal (<https://hsa-alt.alohahsap.org/>) in the Resources section.

General Rules of Online Testing

This section describes the rules for administering online tests.

Accommodation and Accessibility Support Rules

The HSA-Alt, by design, offers a wide range of accessibility supports to students. For detailed information on the variety of universal tools and the twelve accommodations and the Translated Test designated support available for the summative HSA-Alt, see the *HSA-Alt Test Summative Administration Manual* available on the HSA-Alt portal (<https://hsa-alt.alohahsap.org/>) in the Resources section.

Pause Rules

Test Administrators and students can pause a test in order to temporarily log the student out of the test session. HSA-Alt assessments (both summative and CEA) have no pause limit and may be re-started at any time during the testing window.

Test Timeout Rules

A warning message displays after 30 minutes of test inactivity. Students who do not click **OK** within 30 seconds after this message appears are logged out. This timeout automatically pauses the test.

Test Opportunity Expiration Rules

Opportunities refer to the number of times a student can take a test within a range of dates. HSA-Alt summative assessments have one opportunity per student per content area. HSA-Alt CEAs have up to five opportunities per student per content area. A student's test opportunity remains active until the student submits the test or until the opportunity expires at the end of the testing window. Once a test opportunity expires, the student cannot complete the test. An "expired" test will be scored as an incomplete test.

Recommendations for Online Training Test Use

HSA-Alt students should be provided an opportunity **prior to summative testing** to gain familiarity with the format of the online test. The Assessment Section recommends that HSA-Alt teachers use the available HSA-Alt Online Training Test to determine if planned accessibility supports, including a student's communication system function as expected during a simulated summative test experience. The summative test simulation will also provide students with an understanding of the types and formats of test items, test navigation features, and the available online tools. In addition, the Assessment Section recommends that appropriate interaction with the test interface, including meta-cognitive modeling of test-taking strategies, should be considered and provided, as needed.

Section IV. Accessing the Test Administration Sites

The HSA-Alt portal provides authorized Test Administrators (Test Administrators) access to the Online Testing System.

- The **TA Live Site** is used to create operational test sessions (both summative and CEAs).
- The **TA Training Site** is used to create training test sessions.



- Test Administrators must have completed this year’s online HSA-Alt TA Certification Course for Online Administration before they can access the Online Testing System to create a test session for either summative or CEA administration. The certification course can be found using the Online TA Certification Course link found in the Teachers or Test Coordinators/Administrators pages of the HSA-ALT portal at alohahsap.org.
- The School Principal or Test Coordinator must use TIDE to identify a qualified staff member as a TA before they can take the HSA-Alt TA Certification Course for Online Administration, and be marked as "certified" in TIDE, allowing access to the TA Live Site for operational test administration (either summative or CEAs).

Accessing the TA Live Site

1. Navigate to the HSA-Alt Portal (<https://hsa-alt.alohahsap.org/>).
2. Select either **Teachers** or **Test Coordinators and Administrators** (see [Figure 1](#)).

You are directed to a page that includes links to the available HSAP applications.

3. Select **TA Live Site** under **Administering Tests** (see [Figure 2](#)).

Figure 1. HSAP Portal User Cards

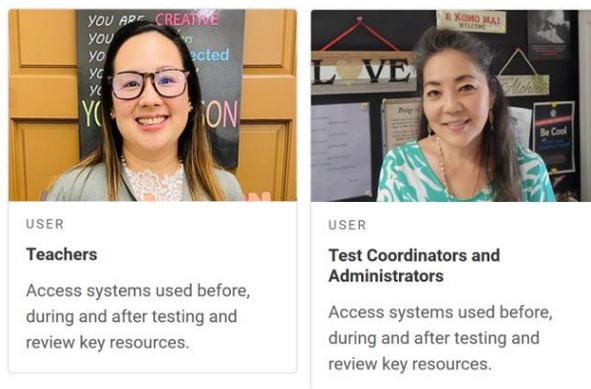
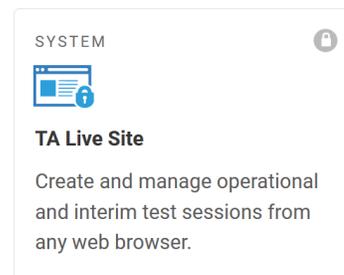


Figure 2. Portal Cards for TA Live Site

Administering Tests



4. The login page appears (see [Figure 3](#)). Enter your email address and password. (If this is your first time logging in for the year, click the first-time log-in link found at the bottom of the screen.)
5. Click **Secure Login**. The TA Live Site appears.
 - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears and a code is sent to your email address. This applies every time you access the TA Live Site using a new computer or a new browser. The email contains an authentication code, which you must use within 15 minutes of the email being sent.
 - i. In the *Enter Emailed Code* field, enter the emailed code (see [Figure 4](#)).
 - ii. Click **Submit** to view the TA Live Site.

If the code has expired, click **Resend Code** to request a new code.



Note: The TA Live Site is used to administer both the HSA-Alt summative assessments and CEAs in ELA, Math, and Science.

Figure 3. Login Page

Figure 4. Enter Code Page

Enter Code

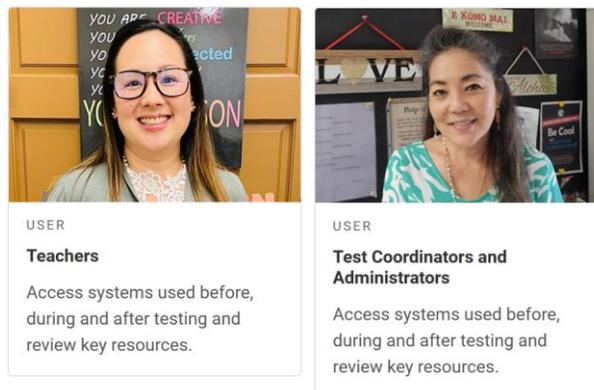
6. If you receive a warning message about not being certified, you must complete the TA Certification Course and then log in again.
 - a. To complete the TA Certification Course, use your TIDE account to log into the certification course website at <https://ta-cert.cambiumast.com/courses/hawaii>.
7. If you are associated with multiple institutions, a pop-up message prompts you to select a testing institution. Select your institution from the drop-down list and click **Go**. To change the institution, you must log out and then log back in.

Accessing the TA Training Site

1. Navigate to the HSA-Alt Portal (<https://hsa-alt.alohahsap.org/>).
2. Select either **Teachers** or **Test Coordinators and Administrators** (see [Figure 5](#)).

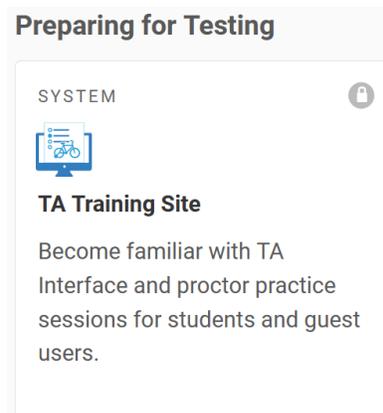
You are directed to a page that includes links to the available HSAP applications.

Figure 5. HSAP Portal User Cards



3. Select **TA Training Site** under **Preparing for Testing** (see [Figure 6](#)).
4. The login page appears. Enter your email address and password.
5. Click **Secure Login**. The TA Training Site appears.

Figure 6. Portal Cards for TA Training Site



Note: For information about logging out of the TA Live Site and TA Training Site, see the section [Logging Out of the TA Site](#).

About Usernames and Passwords

Your username is the email address associated with your account in the Test Information Distribution Engine (TIDE). If you are a user who was recently added to TIDE, you should receive an email from DoNotReply@Cambiumassessment.com that contains a link to the HSAP TIDE system, where you can set up your password and select and answer a security question to activate your account. You must use the link to activate your account within 15 minutes of receiving the email.

- **If your first activation link expires:**

If you did not activate your account within 15 minutes of receiving the first email containing the activation link, click the second link included in the activation email or select the **Request a new one for this school year** link in the **First Time Login This School Year?** section of the Login page. Enter your email address in the *Email Address* field and click

"Next." You will receive another email containing a new activation link, which also expires in 15 minutes.

- **If you forgot your password:**

If you forgot your password, you can reset it. Click the **Forgot Your Password?** link on the **Login** page. Enter your email address in the *Email Address* field and click **Submit** (Note: ensure that the email address you use is the one that your Principal or Test Coordinator used to register you in TIDE). You will receive an email containing a link to set up a new password, which also expires in 15 minutes. (It may take up to 10 minutes to receive the new email.)

- **If you did not receive an account activation or password reset email:**

Emails containing the account activation or password reset link come from DoNotReply@Cambiumassessment.com. Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not see the email, contact your Test Coordinator to make sure your email address has been added in TIDE. Only users who have been added to TIDE will receive an email with an activation or password reset link.

- **Additional help:**

If you are unable to log in, contact the HSAP Help Desk for assistance. You must provide your name and email address. Contact information is available in the [Appendix C](#) section of this user guide.

Section V. Overview of the Test Administration Sites

This section describes the test administration sites for Test Administrators. Throughout the rest of this user guide, "TA Site" refers to both the TA Live Site and TA Training Site.

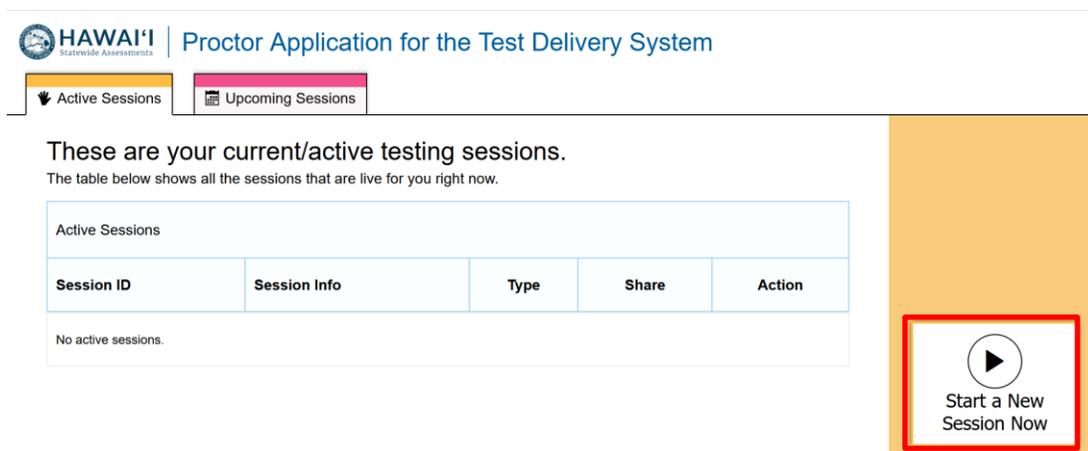


Warning: Do not use the TA Live Site for practice. To practice administering tests, use the TA Training Site. Both TA Sites have the same functionality, but the available tests are different. Tests provided in the TA Live Site are operational and students' scores will be official.

TA Site Layout

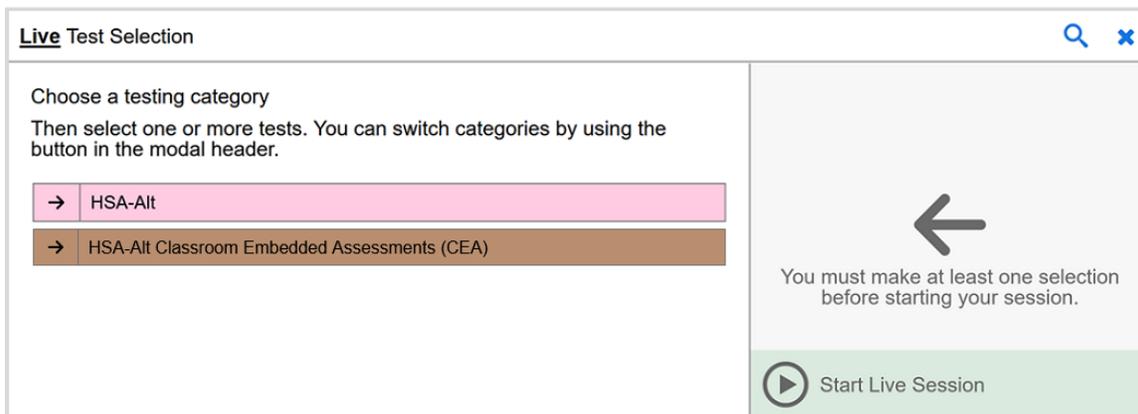
When you first log in to the TA Site, the **Landing Page** appears, displaying the *Active Sessions* page (see [Figure 7](#)). Select **Start a New Session Now**.

Figure 7. TA Site Landing Page



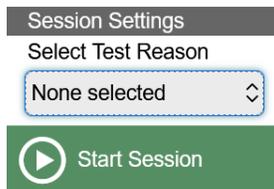
Next, the **Test Selection** window appears (see [Figure 8](#)), listing the available tests. If the **Test Selection** window is not open, select the **Select Tests** button  in the upper-right corner of the TA Site. After you select tests to include in the session and click the **Start Live Session** button, the test session becomes active.

Figure 8. TA Site with Test Selection Window



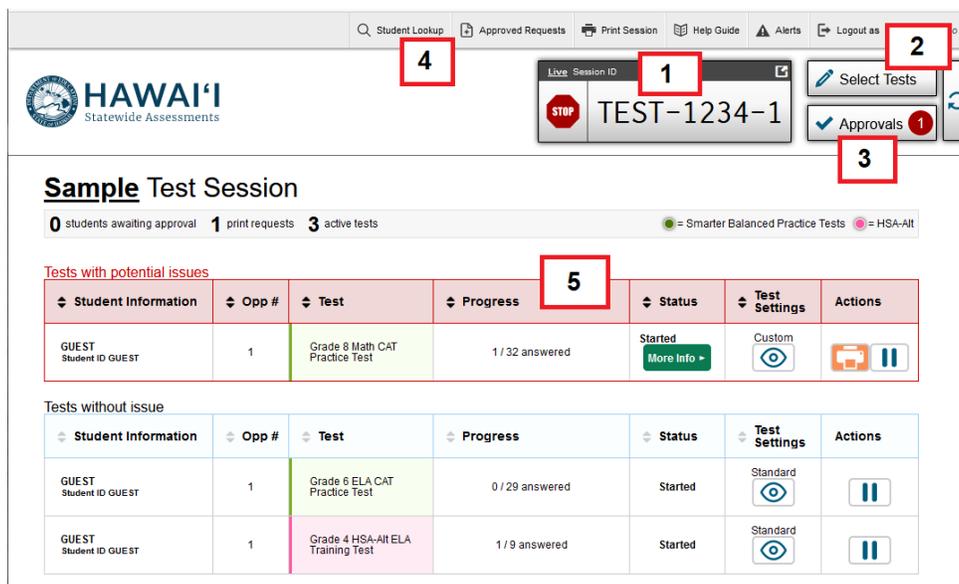
NOTE: Starting a test session for the Classroom Embedded Assessments (CEAs) requires the Test Administrator to select a Test Reason for the session. A *Session Settings* drop-down list will appear above the **Start Live Session** button (see [Figure 9](#)). From the drop-down list, select the test reason for the session. This step is not required for HSA-Alt Summative Assessments.

Figure 9. Session Settings Drop-Down List



When students sign into the test session and you approve them for testing via the **Approvals** button, the **Students in Your Test Session** table appears on the TA Site. [Figure 10](#) displays the layout of the TA Site during an active test session with students approved for testing. For information about starting test sessions and approving students, see the section [Administering Online Tests](#).

Figure 10. TA Site Layout



Essential features in the TA Site:

1. **Session ID**
2. **Select Tests** button
3. **Approvals** button
4. **Banner**
5. **Students in Your Test Session** table

[Table 2](#) provides an overview of the major features available in the TA Site.

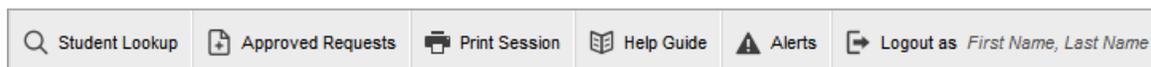
Table 2. TA Site Features

Feature	Description/More Information
Student Lookup button	Searches for student information. See the section Looking Up Students .
Print Session button	Prints your screen. See the section Printing Session Information . <i>Federal law (FERPA) prohibits the release of any student's personally identifiable information. Any printouts containing student information must be securely stored and then destroyed when no longer needed.</i>
Help Guide button	Displays the online version of the TA Site user guide. Provides links to the Test Administration Manual for each assessment.
Log Out button	Logs you out of the TA Site. See the section Stopping a Test Session and Logging Out .
Alerts button	Displays alert messages from the Hawai'i Department of Education. See the section Alert Messages .
Stop Session button*	Ends the test session. See the section Stopping a Test Session and Logging Out .
Session ID*	Displays the unique ID generated for the test session.
Select Tests button	Opens the Test Selection window. See the section Starting a Test Session .
Approvals button*	Opens the Approvals and Student Test Settings window. See the section Adding Tests to an Active Test Session .
Refresh  button*	Updates the on-screen information.
Students in Your Test Session table**	Displays the testing progress for students in your test session. See the section Monitoring Students' Testing Progress .
*Feature appears after you start a test session.	
**Feature appears after you approve students for testing.	

TA Site Features

This section provides instructions for using the features available in the banner at the top of the TA Site (see [Figure 11](#)).

Figure 11. TA Site Banner



Looking Up Students

You can use the student lookup feature to perform a quick or advanced search for student information. This is useful for students signing in to your test session who cannot remember their login information.



Warning: Incorrect student information must be updated before students begin testing. If a student’s information is not correct, that student should not begin testing. Update the student’s profile in the student information system (Infinite Campus) and the student’s test type in eCSSS. The Hawai’i Department of Education (HIDOE) uploads student information from Infinite Campus and eCSSS to the HSAP system on a nightly basis. Student records are updated within 48–72 hours. After a student’s record is updated, he or she can begin testing. In addition, the correct test type must be selected in the student’s IEP in the eCSSS database, in order to administer the alternate assessments to the student.

To perform a quick search:

1. In the banner, click **Student Lookup**.
2. Enter a student’s full SSID and click **Submit Student SSID**. Search results appear below the search field (see [Figure 12](#)).

Figure 12. Student Lookup: Quick Search

To perform an advanced search:

1. Click **Student Lookup > Advanced Search**.
 - a. Select the appropriate complex area and school from the drop-down list.
 - b. Select the appropriate grade or All Grades.
 - c. *Optional:* Enter a student’s exact first or last name. Partial names are not allowed.
2. Click **Search**. Search results appear below the search fields (see [Figure 13](#)).

Figure 13. Student Lookup: Advanced Search

Quick Search | **Advanced Search** | Close

Use the drop-down menus to select the Complex Area, School, and Grade for your search. A First or Last Name is required if searching under All Grades.

Complex Area/School
Kula a'o Hawai'i

Grade
All Grades

First Name
[Empty]

Last Name
Demo

Submit Query

Search Results

Student ID	First Name	Last Name	Grade	Details
9998090900	Student	Demo	12	

3. To view a student’s information, click  in the Details column.

Printing Session Information

You can print a snapshot of the TA Site as it currently appears if you wish to keep a hard-copy record of the Session ID or list of approved students.

To print a snapshot of the page:

1. In the banner, click **Print Session**. The computer’s print dialog window appears.
2. Click **OK**.



Policy Note: Federal law prohibits the release of students' personally identifiable information. All printouts must be **securely stored** and then **destroyed** when no longer needed.

Alert Messages

The Hawai'i Department of Education can send statewide alerts that appear as pop-up messages on the TA Site. To view a record of active alert messages (see [Figure 14](#)), click **Alerts** in the banner.

Figure 14. Record of Alerts

Alerts | Close

This screen contains new alerts and alerts that have not yet expired.

8/24/2015 at 12:00 PM
Sample Alert 1
This is a sample alert message from the Department of Education.

9/2/2015 at 8:00 AM
Sample Alert 2
This is another sample alert message from the Department of Education.

Section VI. Administering Online Tests

This section contains information on how to start a test session, add tests to the session, verify students' test settings, approve students for testing, and monitor student progress. These steps are required to administer either a summative assessment or a Classroom Embedded Assessment. Please keep in mind that when the instructions indicate the Test Administrator should provide information to the students so that they can sign in to the test session, it is understood that alternate-identified students will require the Test Administrator to sign in for them.

The basic workflow for administering online tests is as follows:

1. The TA selects tests and starts a test session.



Note: The Learner Characteristics Inventory (LCI) **must** be completed for students prior to their first summative content area test session opportunity. The LCI is not required prior to Classroom Embedded Assessment administration.

You must select the "HSA-Alt LCI" test in the Test Selection Table in order to complete the LCI prior to the start of summative content area testing. The LCI is completed by the Test Administrator, not the student. Please review the detailed information regarding completion of the LCI in the *HSA-Alt Summative Test Administration Manual* prior to starting the LCI process.

2. Students (or Test Administrators) sign in and request approval for tests.
3. The Test Administrator reviews students' requests and approves them for testing.
4. The student begins testing with support from the Test Administrator, as needed.
5. Students (or Test Administrators, as needed) pause their tests, or complete and submit their tests.
6. The Test Administrator stops the test session and logs out.

For information about the testing process from a student's perspective, see the sections [Signing in to the Student Testing Site](#) and [Overview of the Student Testing Site](#).

Starting a Test Session

The first steps for administering online tests are to select the tests that you wish to administer and start a test session. When you log in to the TA Site, the **Test Selection** window opens automatically (see [Figure 16](#)). This window allows you to select tests and start the session.

Only the tests that you select will be available to students who join your session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test in a new session.

NOTE: Test Administrators who will be administering remote summative assessments should refer to the *Quick Guide for Test Administrators for Remote Summative Administration* user guide for information about setting up a remote summative test session. This additional user guide is available on Resources page of the HSA-Alt portal: <https://hsa-alt.alohahsap.org/resources>.

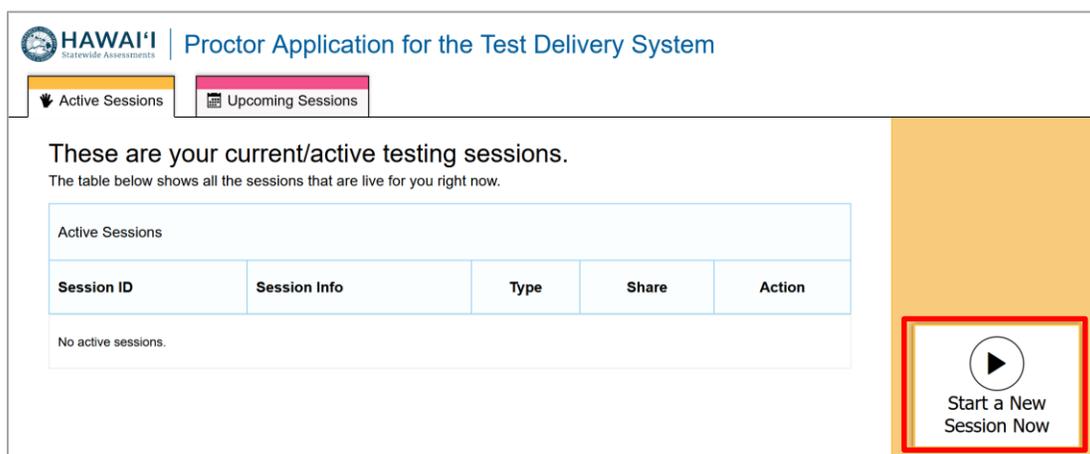


Note: Pop-up blockers must be disabled on your browser prior to logging into the TA Site. Pop-up windows must be enabled to access the TA Live Site. Follow these instructions to **enable** pop-up windows on Chrome, Firefox or Safari web browsers:

- Chrome web browser:
 1. At the top right, click the More button [⋮] and choose “Settings.”
 2. On the left-hand side, select "Privacy and security," then click "Site settings."
 3. At the bottom of the page, click "Pop-ups and redirects."
 4. At the top of the page, turn the setting to “Allowed.”
- Firefox web browser:
 - Click the hamburger menu button [☰] in the top-right corner, then choose “Options.”
 - Choose “Privacy & Security” in the left-hand side.
 - Scroll down to the “Permissions” section
 - Untick the "Block pop-up windows" option.
- Safari web browser:
 - From the Safari menu, choose “Preferences...” and click the “Security” tab.
 - Ensure the “Block pop-up windows” option is not checked. Unchecking this option will allow pop-ups.

1. Log in to the TA Site. The *Test Administration* site appears, displaying the *Active Sessions* page (see [Figure 15](#)). Select **Start a New Session Now**.

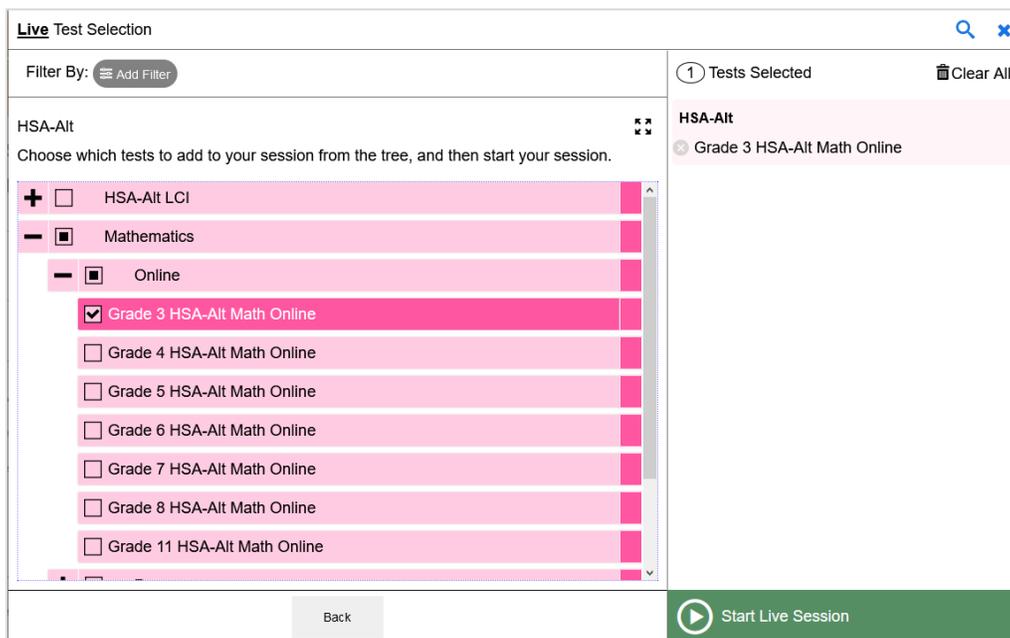
Figure 15. Test Administration Site



2. The *Test Selection* page appears. From the list of color-coded test categories, select the test category from which you wish to include tests. HSA-Alt summative tests are color-coded

pink. HSA-Alt CEA tests are color-coded brown. This will display the tests or test groups available for that test category (see [Figure 16](#)).

Figure 16. Test Selection Window: Test Category Subgroups



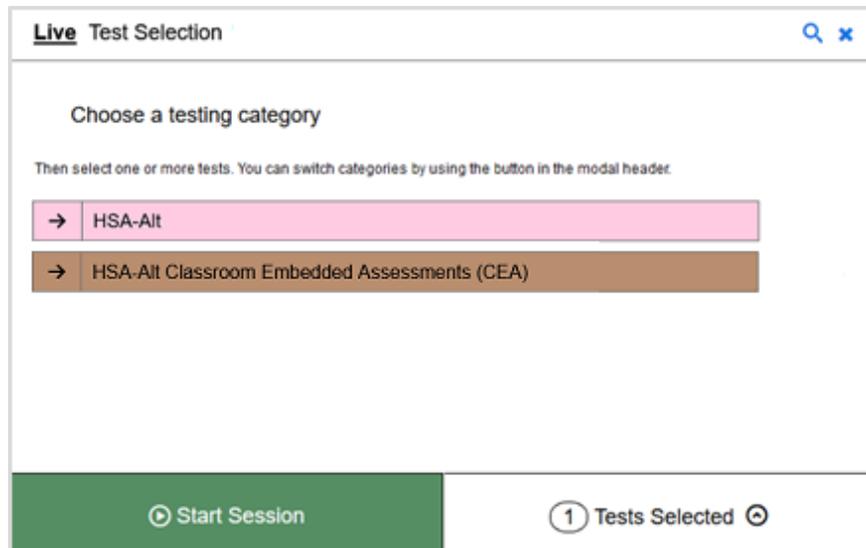
Note: The Test Selection Table also includes Smarter Balanced interim and summative assessments, HSA Science interim and summative assessments, EOC Exams, and Checkpoint assessments. You may need to collapse these test groups to locate the appropriate HSA-Alt tests.

3. *Optional:* Expand a test subgroup to view the constituent tests. All test groups and subgroups appear collapsed by default, and you may have to expand the test group to view individual tests.
 - To expand a test group, select  (or Expand All).
 - To collapse an expanded test group, select  (or Collapse All).
 - To expand or collapse all the groups within a test category simultaneously, select .
4. To select the tests you wish to administer, do one of the following:
 - To select individual tests, mark the checkbox for each test you want to include.
 - To select all the tests in a test group, mark the checkbox for that group.

Once selected, tests are displayed under their respective test categories in the right-hand side panel of the **Test Selection** window (see [Figure 16](#)). If viewing on a smaller screen, the test selection count is displayed at the bottom of the **Test Selection** window (see [Figure 17](#)).

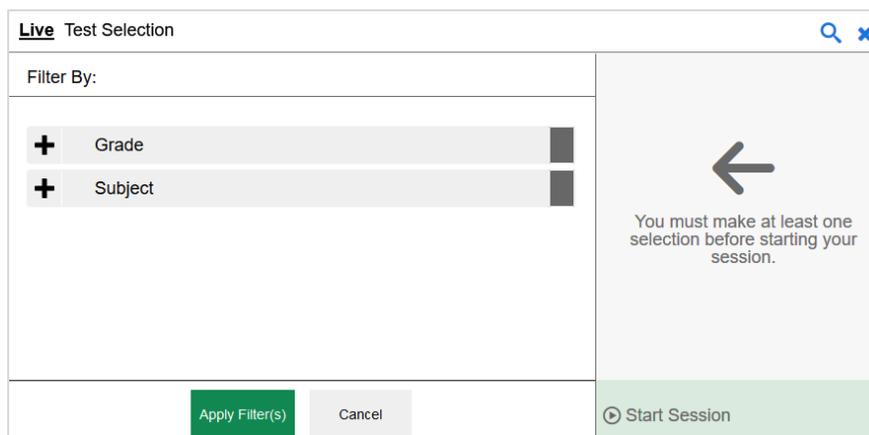
To expand the selected tests section, select .

Figure 17. Test Selection Window: Tests Selected View for Small Screens



5. *Optional:* If you need to remove selected tests, do one of the following (see [Figure 16](#)):
 - To remove an individual test, select  for each test you want to remove.
 - To remove all the selected tests, select **Clear All**.
6. To add tests from a different test category, do the following:
 - a. Select **Back** at the bottom of the **Test Selection** window to return to the test categories view (see [Figure 8](#)).
 - b. Repeat steps 1-4 to select the necessary tests.
7. *Optional:* When adding tests to your session, you may filter available tests based on the grade level and subject associated with the tests. To filter tests:
 - a. Select . The filter panel appears.

Figure 18. Test Selection Window: Filter Panel



- b. Expand the available filter categories and check the necessary grades and subjects that you wish to filter by. The selected filters are listed on top (see [Figure 19](#)).

Figure 19. Filter Selections



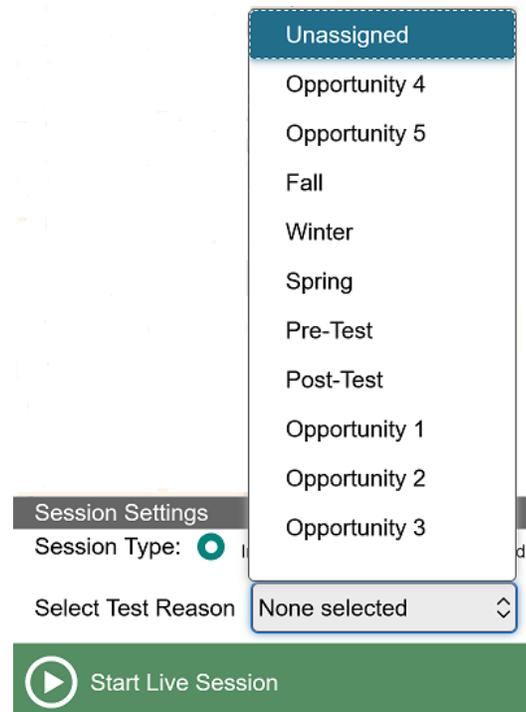
- You can remove a selected filter by selecting  for the applicable filter.
 - c. Select **Apply Filter(s)** to apply your selected filters. The test list updates to display the tests that match your filter criteria.
8. *Optional:* You can also search for specific tests by their labels. To search for a test:
 - a. Select  in the upper-right corner to bring up the search panel (see [Figure 20](#)).

Figure 20. Test Selection Window: Search Panel



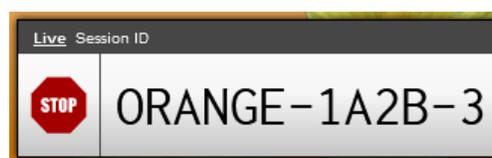
- b. In the *Search Term* field, enter the full or partial test label and select **Go**. The tests matching the entered label will be displayed. Note, the search term must be at least three characters long.
 - c. To close the search panel, select **Close** at the bottom of the panel.
9. If you select an HSA-Alt Classroom Embedded Assessment for your test session, you will be required to select a test reason from a drop-down list (see [Figure 21](#)) that appears in the *Session Settings* section, above the **Start Live Session** button. The Test Reason attribute categorizes the test opportunities in your session for reporting purposes. When you are asked to select a test reason, select any of the available options shown on the drop-down list in [Figure 21](#) shown directly below.

Figure 21. Session Attributes Drop-Down List



10. Once the required tests have been selected, select **Start Live Session**. The exact label for this button may vary depending on whether you are starting a training or live session. The button becomes active after you have selected a test.
11. The Session ID appears on the TA Site (see [Figure 22](#)). Provide the Session ID to your students. Please remember to write down the Session ID in case you accidentally close the browser window and need to return to the active test session.

Figure 22. Test Session ID

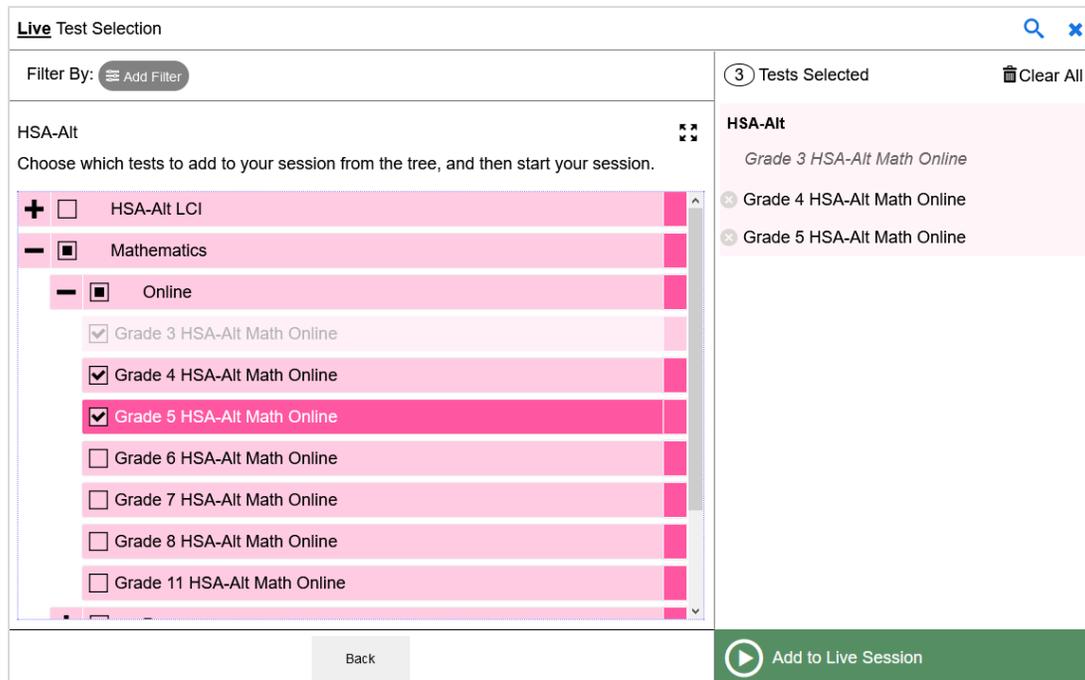


Adding Tests to an Active Test Session

If necessary, you can add additional tests to an ongoing test session. While you can add tests to an active test session, you cannot remove tests from an active test session.

1. In the upper-right corner of the TA Site select **Select Tests**. The **Test Selection** window (see [Figure 23](#)) opens to the page that you last viewed and shows the tests that are currently active in the session.
2. Mark the checkboxes of the tests that you wish to add to the session following the instructions in the [Starting a Test Session](#) section. Tests that are already active in the session or that cannot be added to the session are grayed out.

Figure 23. Test Selection Window: Add to Session



3. *Optional:* To remove a selected test:

- To remove an individual test, select  for each test you want to remove. The button is only displayed for tests that are not yet active in the session.
- To remove all the selected non-active tests, select **Clear All**. All selected tests that are not yet active will be removed.

4. *Optional:* If you previously included an HSA-Alt Classroom Embedded Assessment in the test session, which requires a test reason, or if you are adding an HSA-Alt Classroom Embedded Assessment to the test session, a drop-down list (see [Figure 21](#)) appears in the *Session Settings* section displaying the test reason you selected when you started the session.

- To select a new test reason, select the required test reason from the drop-down list. The test reason changes for every test opportunity in the session. However, any test opportunities that were completed before you changed the test reason will be submitted with the original test reason selected for the session.

5. Select **Add to Session**. The exact label for this button may vary depending on whether you are starting a training or live session. The button becomes active after you have selected at least one new test.

6. In the confirmation message that appears, click **Yes**.

Approving Students for Testing

After students sign in and select tests (this information is covered in [Section VII](#) below), you must verify that their test settings and non-embedded designated supports and accommodations are correct before approving them for testing. When students are awaiting approval, the **Approvals** button next to the Session ID becomes active and shows you how many students are awaiting approval (see [Figure 24](#)).

Figure 24. Students Awaiting Approval

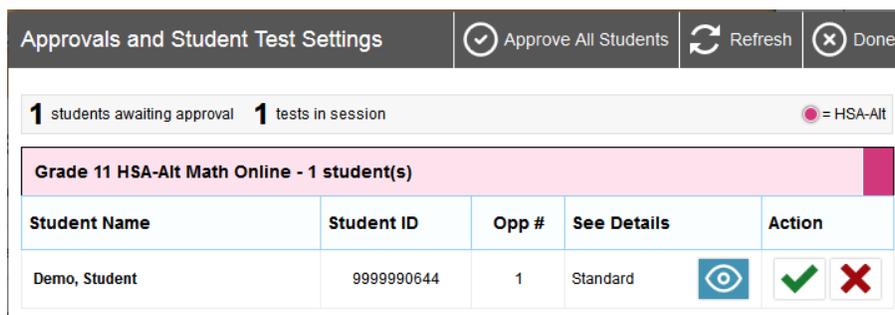


Note: The **Approvals** notification updates regularly, but you can also click  in the upper-right corner to update it manually.

To approve students for testing:

1. Click **Approvals** next to the Session ID. The **Approvals and Student Test Settings** window appears (see [Figure 25](#)), displaying a list of students grouped by the test each is asking approval to take. Note, the **Approvals** button becomes active when students are awaiting approval and shows you how many students are awaiting approval. The **Approvals** notification updates regularly, but you can also select  in the upper-right corner to update it manually.

Figure 25. Approvals and Student Test Settings Window



2. To check a student's test settings and non-embedded designated supports and accommodations, click  for that student. The student's information appears in the **Test Settings** window (see [Figure 26](#)). This window groups test settings by their area of need.
 - a. If any test settings are incorrect, update them as required. For the HSA-Alt summative assessments, *Expandable Passages*, *Suppress Score* and *Zoom* are the only three test setting options available for HSA-Alt students within TIDE on the Student Test Settings page. The default positions for these three embedded universal tools are: "ON", "OFF" and "No Default Zoom Applied" respectively. These three settings should be verified and updated as necessary **before** approving students to begin a test opportunity.



Alert: When approving students for testing, you update the editable test settings in this window, rather than in TIDE.

You must review each student’s test settings prior to approving the student to test and must exercise caution when using the **Approve All Students** button. As a security measure, a pop-up message confirms that you want to approve all students.

- b. If any of the non-embedded designated supports or accommodations are incorrect they will need to be updated in TIDE prior to the start of the student’s HSA-Alt assessment(s). See the *TIDE User Guide* for more information.
- c. Do one of the following:
 - To confirm the settings, click **Set**. You must still approve the student for testing (see step 5).
 - To confirm the settings and approve the student, click **Set & Approve**. Students can start testing once you approve them.
 - To return to the **Approvals and Student Test Settings** window without confirming settings, click **Cancel**.

Figure 26. Test Settings Page for a Selected Student

3. Repeat step 2 for each student in the **Approvals and Student Test Settings** list.



Note: The **Approvals and Student Test Settings** window does not automatically refresh. To update the list of students awaiting approval, click **Refresh** at the top of the window.

4. If you need to deny a student access to testing, do the following (otherwise skip to step 5):
 - a. Click  for that student.

- b. *Optional:* In the window that appears, enter a brief reason for denying the student.
- c. Click **Deny**. The student receives a message explaining the reason for the denial and is logged out.



Note: If you deny students entry for a test, they can still request access to that test again.

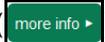
5. If you wish to approve students directly from the **Approvals and Student Test Settings** window, do the following:
 - To approve individual students, click  for each student.
 - To approve all students displayed in the list, click **Approve All Students**.

Monitoring Students' Testing Progress

After you approve students for testing, the **Students in Your Test Session** table appears (see [Figure 10](#) above). The **Students in Your Test Session** table shows the testing progress for each student logged in to your session. The column headings for this table are described in [Table 3](#). To sort the table by a given column, click that column header. The table refreshes at regular intervals, but you can also refresh the table manually by selecting  in the top-right corner of the TA Site. You can also sort the table by a given column by selecting  in that column's header.

Table 3. Columns in the Students in Your Test Session Table

Column	Description
Student Information	The name and SSID of the student in the session.
Opp #	Opportunity number for the student's selected test.
Test	Name of the test the student selected.
Progress	Indicates the student's test progress. It may display how many questions the student has answered out of the total number of test questions or display a progress bar to indicate how far the student has progressed in the test. The progress bar indicates the percentage of questions the students have answered out of the total number of questions, the percentage of questions the student has answered or viewed out of the total number of questions, or the percentage of questions the student has answered and the percentage of questions the student has viewed out of the total number of questions.
Status	Current status for each student in the session. For more information about the statuses in this column, see Table 4 . If the Online Testing System detects that a student may be experiencing technical difficulties or requires assistance, such as the student may be experiencing connection issues, or has paused his test, a more info icon () is displayed in this column for the student. When you hover over the icon, a message is displayed providing details about the issue.

Test Settings	<p>This column displays one of the following:</p> <ul style="list-style-type: none"> • Standard: Default test settings are applied for this test opportunity. • Custom: One or more of the student's test settings differ from the default settings. <p>To view the student's settings for the current test opportunity, click .</p>
Actions	<p>Allows you to perform any available actions for an individual student's test.</p> <p>The Pause button () in this column pauses the student's test. If a student pauses his test, a more info icon () is displayed in the Test Status column that provides information about how the test became paused. However, the more info icon is not displayed when the TA pauses a student's test.</p>

Overview of Student Testing Statuses

[Table 4](#) describes the codes in the Student Status column of the **Students in Your Test Session** table.

Table 4. Student Testing Statuses

Status	Description
Approved	You approved the student, but the student did not yet start or resume the test.
Started	Student started the test and is actively testing.
Review	Student answered all questions and is currently reviewing answers before completing the test. Please keep in mind that the "Review" feature should not be used for the HSA-Alt summative assessments. Students are not allowed to review or change answers to summative items that were already administered, including items where the student provided "No Response" when the item was originally administered.
Completed	Student submitted the test. The student can take no additional action at this point.
Submitted	Test was submitted for quality assurance review and validation.
Reported	Test passed quality assurance and is undergoing further processing.
Paused*	Student's test is paused. The time listed indicates how long the test has been paused.
Pending*	Student is awaiting approval for a new test opportunity.
Suspended*	Student is awaiting approval to resume a test opportunity.

*Appears when the student is not actively testing. The student's row grays out in such cases.

Pausing a Student's Test

You can pause a student's test via the Action column in the **Students in Your Test Session** table (see [Figure 10](#)). For information about pause rules for the HSA-Alt Assessments, see the section [Pausing Tests](#).

To pause an individual student's test:

1. In the Action column of the table(s) for monitoring students' test progress, click  for the student whose test you wish to pause.
2. Click **Yes** to confirm.

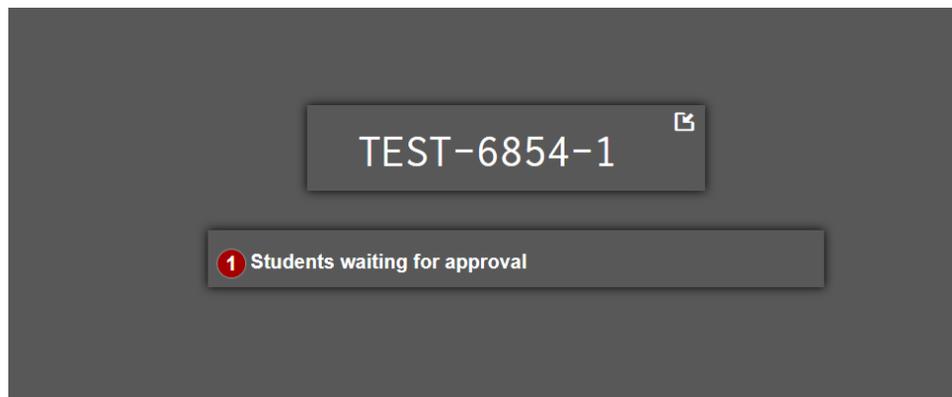
The Online Testing System logs the student out and an information button appears in the Action column.

Enabling Screensaver Mode

Since the student test progress tables in the TA Site often contain sensitive student information, such as student IDs, the TA Site consists of an in-built screensaver to hide the data from view. If the screensaver mode is auto-enabled, the screensaver will automatically turn on if you are not active in the TA Site for 5 minutes. If the screensaver mode is not auto-enabled, it is strongly recommended that you manually turn on the screensaver mode when stepping away from your device.

1. To turn on screensaver mode, select  in the upper-right corner of the Session ID. A masking screen appears over the TA Site (see [Figure 27](#)). The screensaver displays the Session ID. It also displays notifications if students are awaiting approval, there are pending print requests, or if students require other interventions.

Figure 27. Screensaver Mode Enabled



2. To turn off the screensaver mode, select  in the upper-right corner of the Session ID on the screensaver window. The button is only displayed if the screensaver mode is not set to auto-disable upon activity. If the screensaver mode is set to auto-disable upon activity, the screensaver will automatically turn off if any mouse or keyboard activity is detected. It will also turn off automatically if the test session times out due to TA or student inactivity.

Stopping a Test Session and Logging Out

This section explains how to stop a test session and log out of the TA Site.

Stopping a Test Session

When students finish testing or the current testing time slot is over, you should stop the test session. Stopping a session automatically logs out all the students in the session and pauses their tests.

Once you stop a test session, you cannot resume it. To resume testing students, you must start a new session.



Warning: The Online Testing System automatically logs you out after 30 minutes of both user and student inactivity in the session. This action automatically stops the test session.

To stop a test session:

1. In the upper-right corner, click  (see [Figure 24](#)). A confirmation message appears.
2. Click **OK**. The test session stops.

Logging Out of the TA Site

To avoid stopping a test session that is in progress, you should log out of the TA Site only after stopping a test session.

To log out of the TA Site:

1. In the banner, click **Log Out** . A warning message appears.
2. In the warning message, click **Log Out**. The HSAP Portal appears.



Alert: Navigating away from the TA Site will also log you out. Logging out while a session is in progress stops the session. If you need to access another application while administering tests, open it in a separate browser window.

If you log out from another HSAP system, such as TIDE, you will also log out of the TA Site.

Accidentally Closing the Browser Window

If you accidentally close the browser while students are testing, your session remains open until the session is timed out. To return to the test session in the TA Site, you must enter the active Session ID.

If you do not return to the active session within 30 minutes and there is no student activity during that time, the Online Testing System logs you out and pauses the students' tests.

Section VII. Signing in to the Student Testing Site

This section explains how to enter and verify student sign-in information and begin the test. Test Administrators should review [Appendix A](#) prior to beginning the student sign-in process using the secure browser.



Note: This section is written from the student perspective. **If students are unable to sign in by themselves, HSA-Alt Test Administrators may assist them or sign in for the students.** If a TA is logging in for the student, follow the instructions as if the Test Administrator were the student.



Note: Students must sign in to the appropriate testing site:

- For sessions created in the TA Live Site, students sign in to the Student Testing Site using the mobile secure browser on the iPad or the secure browser on a desktop or laptop.
- For sessions created in the TA Training Site, students sign in to the Student Training and Practice Test Site via either the mobile secure browser on an iPad by clicking on the "Go to the Practice and Training Test Site", or any supported web browser on the iPad or on a desktop or laptop. Students can access the Student Training and Practice Test Site on the HSAP Portal. Instructions for logging into the HSA-Alt Training Tests are available in the *Quick Start Guide to the Online HSA-Alt Training Test* guide posted on the [HSA-Alt Portal](#).

NOTE: The HSA-Alt Classroom Embedded Assessments (CEAs) may be administered via the HSAP Secure Browser or a conventional web browser such as Chrome or Firefox. This applies only to the HSA-Alt CEAs; HSA-Alt summative tests are **not** available via web browser.

When testing via a conventional web browser, TAs will need to verify that the student's testing device is running a supported operating system (more information [here](#)) and has a supported web browser installed (more information [here](#)). To administer the HSA-Alt CEAs via conventional web browser, TAs should launch the web browser on the student's testing device and navigate to <https://hi.cambiumtds.com/student>, then log in the student following the students below.

Student Sign-In and Test Selection

Students go through a five-step sign-in process before they can start or resume a test. These steps apply for both summative and CEA tests. This process ensures verification of student and test information. When testing on iPads, before launching the secure browser to begin the login process, be sure to adjust the sound level on the device, since you will not be able to make any adjustments to the level once the iPad's Assessment Mode has been enabled.

Step 1: Signing Students In

When you open the mobile secure browser on the iPad (or other tablet) for the first time, the secure browser will prompt you to choose your state ("Hawaii") and your assessment program ("Hawaii Statewide Assessments").

Figure 28. Select Your State and Assessment Program Screen

Once you have selected this option in the mobile secure browser, or upon first launching the secure browser on a desktop or laptop, the student sign-in page appears automatically.

Figure 29. Student Testing Site Sign-In Page

Opening the secure browser and signing in:

1. Launch the secure browser on the student's testing device.
2. If prompted, enter the state and test, then click **[OK]** and the student sign-in page will appear.



Note: To access the Training Tests within the Secure Browser, Test Administrators should click on **[Go to the Practice Test Site]** at the bottom left of the student login screen, as shown in [Figure 29](#) above.

3. On the **Student Sign-In** page, enter the required sign-in information in each of the three fields:
 - a. In the **First Name** field, enter the **student's first name** as it appears in TIDE (keep in mind, some students' "first name" might include more than one name or a hyphenated name).
 - b. In the **Student ID** field, enter the student's ten-digit **SSID** as it appears in TIDE (e.g., 999999987).



Note: If students do not know their exact information as it appears in TIDE, you can retrieve it in the TA Site (see the section [Looking Up Students](#)).

- c. In the **Session ID** field, enter the **Session ID** for the created session (e.g., ORANGE-A1B2-3 for operational tests or TRAIN-A1B2-3 for training tests). The first part of the three-part session ID that indicates whether a student is on the Live Student Testing Site (ORANGE) or the Student Training Test Site (TRAIN) is pre-filled.

4. Select **Sign In**. The *Is This You?* page appears.



Note: About Guest Users and Guest Sessions

Students can take tests as guest users or in guest sessions in the Student Training Test site.

To take a test as a guest user or in a guest session, verify that the toggles for *Guest User* and *Guest Session* are set to **ON**.

When signing in to the Student Training Test site as a guest user, students are directly taken to the **Your Tests** page instead of the *Is This You?* page.

Common Student Sign-In Errors

The Online Testing System generates an error message and associated code if a student cannot sign in. The following are the most common student sign-in errors. *Note: You may need to watch students to ensure that they are entering all information properly.*

- **Session does not exist:**

The student entered the Session ID incorrectly or signed in to the wrong site. Verify that the student correctly entered the active Session ID. Also, verify that both you and the student are using the correct sites. For example, students signed in to the Student Training Test Site cannot access sessions created in the TA Live Site.

- **Student information is not entered correctly:**

Verify that the student correctly entered their legal first name and SSID. If this does not resolve the error, use the Student Lookup tool to verify the student's name and SSID in TIDE. See the section [Looking Up Students](#).

- **Session has expired:**

The Session ID corresponds to a closed session. Ensure that the student enters the correct Session ID and verify that your session is open. For more information about test sessions, see the section [Starting a Test Session](#).

- **Student is not associated with the school:**

The student is not associated with your school, or you are not associated with the student's school. In these cases, contact your school Test Coordinator for assistance.



Note: Test Administrators cannot resume sessions. If a session is stopped, a new one must be created. Doing so results in a new Session ID.

Step 2: Verifying Student Information

After students sign in, the *Is This You?* page appears (see [Figure 30](#)). On this page, students or the Test Administrator must verify the students' personal information.

Figure 30. Is This You? Page

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

Buttons: Live Test Site, Yes, No

To verify personal information:

1. Verify name, date of birth, school, SSID, and enrolled grade. If all the information is correct, select **Yes** to proceed.
2. If any of the information displayed is incorrect, the student must not proceed with testing. The student or TA should select **No**. He or she is redirected to the sign-in page. You must notify the appropriate school personnel that the student's information is incorrect.



Warning: Incorrect student information must be updated before the student begins testing.

The information presented on this page reflects the entered SSID. Incorrect information must be updated via the student information system (Infinite Campus) and eCSSS. HIDOE uploads student information from Infinite Campus and eCSSS to the HSAP system on a nightly basis. Student records are updated in 48–72 hours. After a student's record is updated, he or she can begin testing.

Step 3: Selecting a Test

The *Your Tests* page displays all the tests that a student is eligible to take (see [Figure 31](#)). Students can only select tests that are included in the session and still need to be completed.



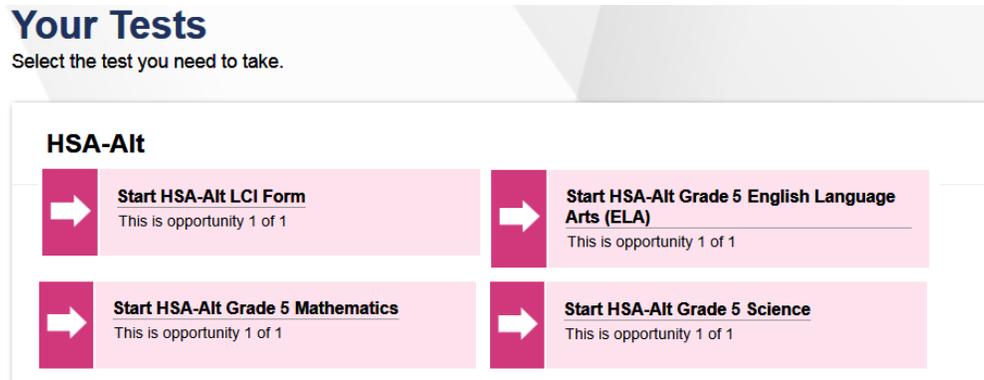
Note: About the Your Tests Page

- When signed in to the Student Training Test site as a guest user, the *Your Tests page* displays a **Grade** drop-down list. After students select the grade they wish to use for testing from the **Grade** drop-down list, the relevant tests appear.

Available tests are color-coded and grouped into categories, just like the tests listed in the *Test Selection* window of the TA Site (see [Figure 8](#)).

If the student has not started a test opportunity, the button for that test is labeled **Start [Test Name]**. If the student has started and paused a test opportunity, the button for that test is labeled **Resume [Test Name]**.

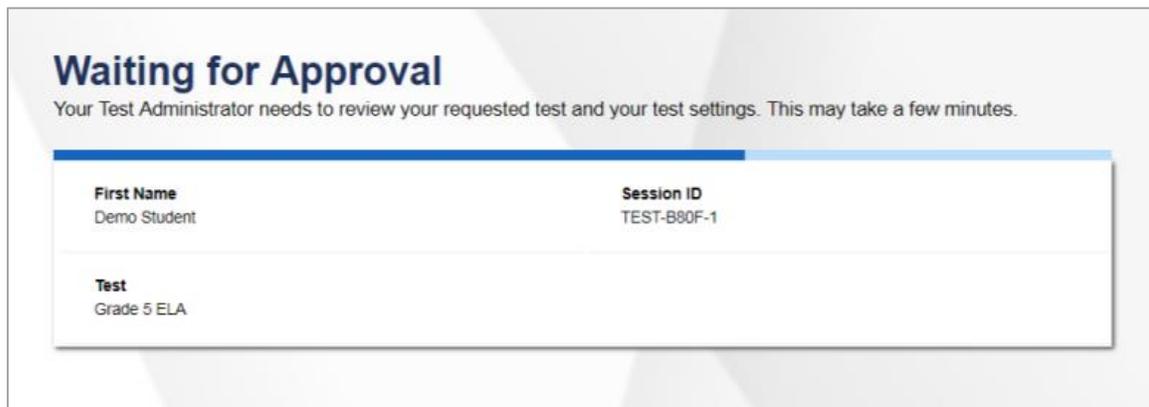
Figure 31. Your Tests Page



To select an available test:

- Students or the Test Administrator select the required test name. When a test request is made by a student, the request is sent to the TA Site for approval and the **Waiting for Approval** message appears.

Figure 32. Waiting for Approval Page



- If a student's required test is inactive or not displayed, the student should click **Back to Login**. You should verify the test session includes the correct tests and add additional tests, if necessary.



Note: If the HSA-Alt tests available for the student are not correct (e.g., the student is in grade 8, but the grades 5 test appears), click **Back to Login**. Verify that the grade associated with the student reflects the correct enrolled grade for the student. The tests available are determined by the grade associated with the student record in TIDE. If you feel that the student's associated grade is incorrect, contact your school Test Coordinator.



Reminder: The Learner Characteristics Inventory (LCI) must be completed online for each HSA-Alt student prior to their first summative content area test in Live Test sessions. **Test Administrators must select the "HSA-Alt LCI" test** on the **Your Tests** screen in order to complete the LCI prior to the start of summative content area testing during Live Test sessions. If the HSA-Alt LCI test does not appear on the **Your Tests** screen as shown in [Figure 31](#) you must add the HSA-Alt LCI to the active test session in the TA Live Site in order to continue. The

LCI is to be completed by the Test Administrator, using the student's iPad (or other testing device) to access the LCI form. The information that is entered into the LCI must come from the student's teacher, care coordinator, or person most familiar with the student. If this person is not the Test Administrator, the Test Administrator should obtain this information from this person and enter in to the LCI test record.

The LCI is not required prior to the start of HSA-Alt CEA administration.

Note: When signed in to the Student Training Test as either a guest user or a student, the Learner Characteristics (LCI) test does not have to be completed prior to starting a content area test.

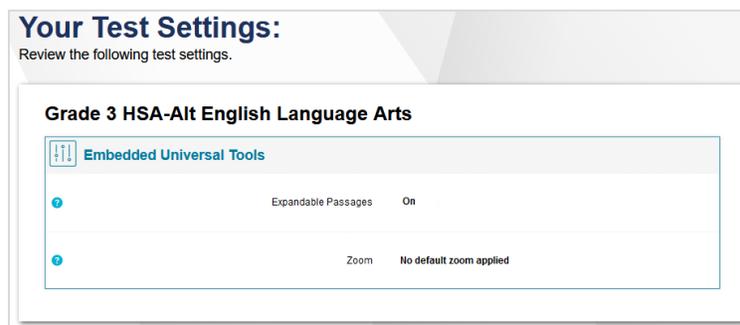
Step 4: Verify Student Test Setting Information

Once students have been approved for testing, the **Your Test Settings** page appears.

- If the settings are correct, select **Looks Good** to continue.
- If the settings are incorrect, select **Back to Login** to log out of the Student Testing Site.

After you correct the student's test settings in TIDE, the student must sign in and request approval again.

Figure 33. Your Test Settings Page

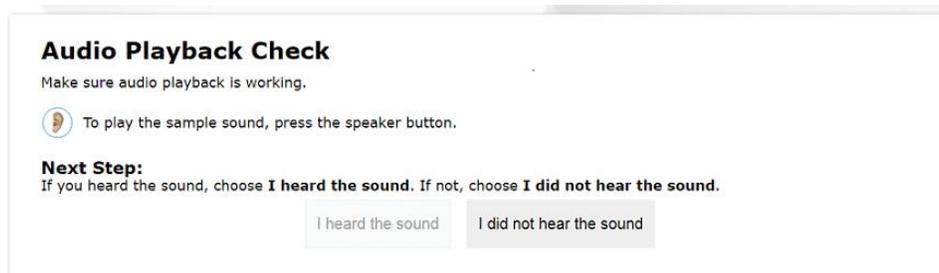


Step 5: Audio Playback Check (for summative assessments only)

The **Audio Playback Check** page appears for summative HSA-Alt assessments (see [Figure 34](#)). On this page, students and/or the Test Administrator verify that they can hear the sample audio.

The **Audio Playback Check** page will not appear for HSA-Alt CEAs. The CEAs provide an on-screen script that the TA reads in place of the audio.

Figure 34. Audio Playback Check Page



To check audio settings for summative assessments:

1. Students (or the Test Administrator) select the  icon and listen to the audio.
2. Depending on the sound quality, students do one of the following:
 - If the sound is audible, students select **I heard the sound**. A green check appears at the upper-right corner of the panel and the **Instructions and Help** page will automatically load.
 - If the sound is not audible, students select **I did not hear the sound**. The **Sound Check: Audio Problem** page appears, giving students two options:
 - Students can select **Try Again**. This returns them to the **Audio Playback Check** page.
 - Students can select **Log Out**. You should troubleshoot the device and headphones or move the student to another device with working audio.



Note: If the audio does not work, students should log out. You should troubleshoot the device and headphones or move the student to another device with working audio.

Troubleshooting Audio Issues

Prior to testing, ensure that audio is enabled on each device and that headsets are functioning correctly. If audio issues occur, do the following:

- Ensure headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the device is not muted.



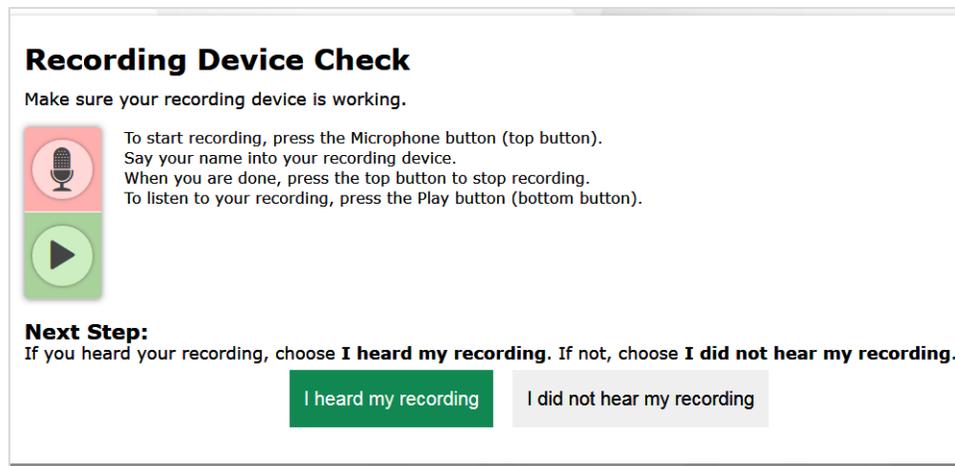
Reminder: Be sure to adjust the sound level on the student's iPad before launching the secure browser to begin the login process, since you will not be able to make any adjustments to the sound level once Assessment Mode has been enabled.

Step 5a: Recording Device Check (for remote summative test administration only)

The **Recording Device Check** panel appears below the **Audio Playback Check** for students who are taking an HSA-Alt summative test using the remote test administration option in spring 2023. On this panel, students record their voice and verify that they can hear the recorded audio. Only students who are being approved into a remote administration testing session will be required to complete this recording device check. The student must be using a device with either a built-in microphone or with an external microphone (such as a headset) that is plugged into their device.

1. From the **Recording Device Check** panel, students select  to begin recording their voice.
 - a. A pop-up message may appear asking the student to allow the testing site access to the microphone on their device. Click **Allow**.
2. Students speak into their recording device, and then select  to stop recording.
3. Next, students select  to listen to their recorded audio:

Figure 35. Recording Device Check Panel



- If the recorded audio is clearly audible, students select **I heard my recording**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.
- If the recorded audio is not clearly audible, they select **I did not hear my recording** to open the **Problem Recording Audio** panel.
 - Students can select Try Again to return to the **Recording Device Check** panel and retry.
 - Students can select Select New Recording Device (which only appears for students testing on computers or tablets with multiple recording devices) to open the Recording Input Device Selection panel and select a different recording device.

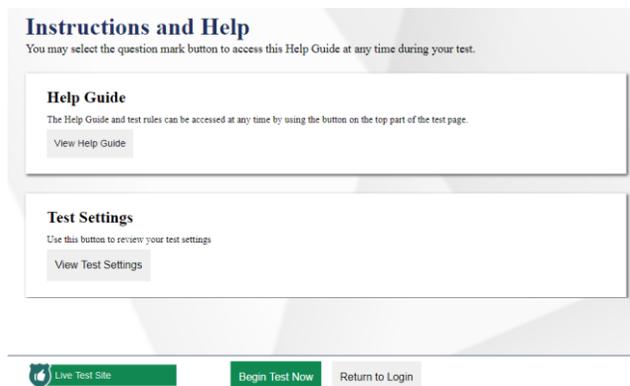
Step 6: Viewing Instructions and Starting the Test

The **Instructions and Help** page is the last step of the sign-in process (see [Figure 36](#)). Students or Test Administrators may review this page to understand how to navigate the test and use test tools.



Note: This page provides an overview of the interface and test rules primarily for the Smarter Balanced Assessments, HSA Science Assessments, and EOC Exams. Students taking an alternate assessment do not need to review this page.

Figure 36. Test Instructions and Help Page



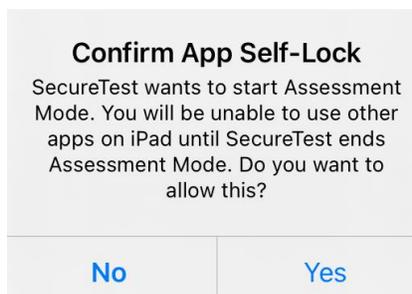
To proceed and begin the test:

- Select **Begin Test Now**. The test opportunity officially begins or resumes.

Assessment Mode

iPads running on iOS 14.8 or higher and using the latest version of the Mobile Secure Browser will automatically enter Assessment Mode when the student or Test Administrator selects the **Begin Test Now** button and a pop-up message will appear asking the student or TA to "Confirm App Self-Lock".

Figure 37. Confirm App Self-Lock Message



When the pop-up message appears the student or TA should tap or click **Yes** to continue the login process.

The iPad will exit Assessment Mode once a student is logged out of a test, either by pausing or submitting their test.

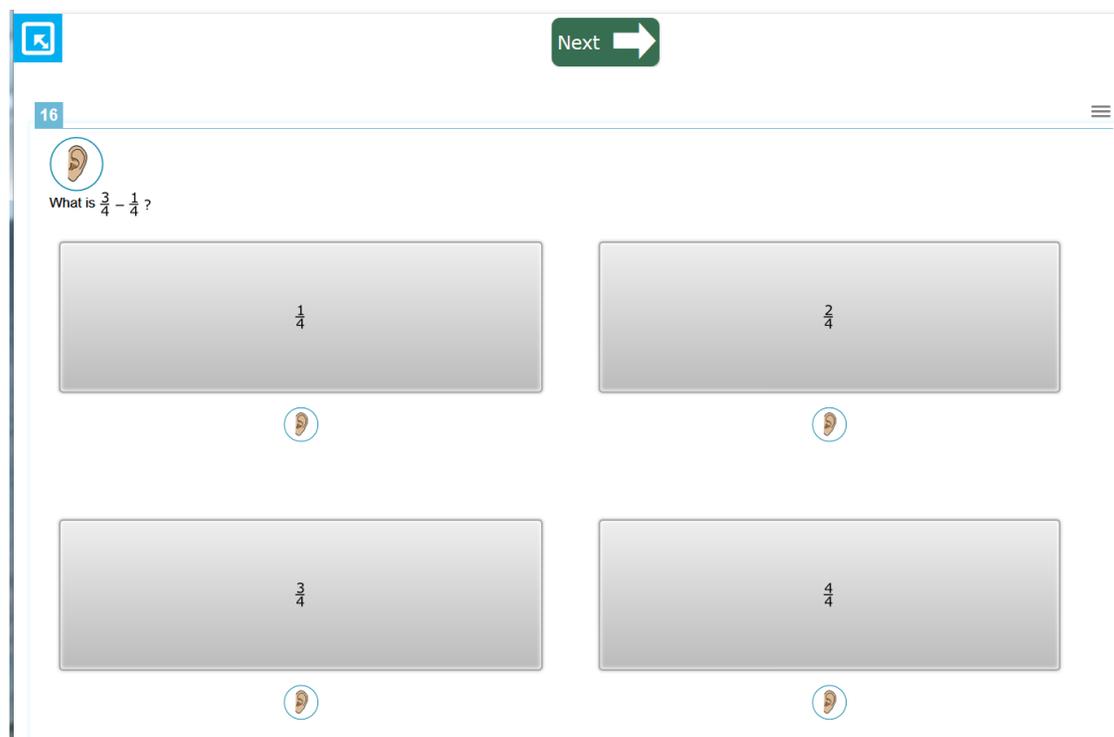
Section VIII. Overview of the Student Testing Site

This section is designed to familiarize you with the Student Testing Site layout and functionality. For detailed instructions on how to progress through a summative test versus a CEA test, please see the section [Proceeding Through a Test](#).

Test Layout

[Figure 38](#) displays a sample summative test item in full screen mode.

Figure 38. Sample Summative Mathematics Item Page in Full Screen Mode



About the Navigation Bar

By default, online alternate assessments are presented in full-screen mode, which hides the navigation bar. This section provides instructions for exiting full-screen mode and opening the navigation bar so that you can access the global tools and pause or submit the test as needed.

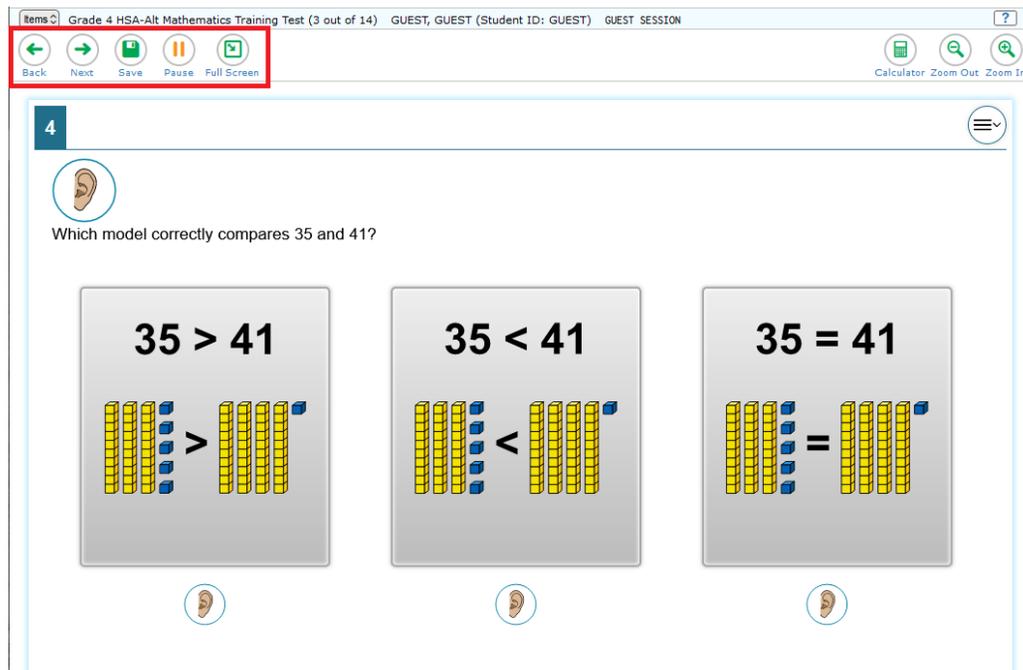
To open the navigation bar:

1. Do one of the following:
 - a. *If you are using a tablet*, tap in the upper left corner. The pop-up window appears, asking you to enter a password.
 - b. *If you are using a desktop or laptop computer*, move the mouse cursor over the upper-left corner of the page. A blue arrow icon  appears. Click the arrow. The pop-up window appears, asking you to enter a password.
2. Enter the student's FIRST name as it appears in TIDE as the password and select **OK**.

To return to full screen mode:

- Click the **Full Screen** button in the navigation bar (see [Figure 39](#)). If students are taking the assessment independently, the Test Administrator should return to full screen mode prior to allowing the student to continue testing.

Figure 39. Sample Mathematics Item Page with Navigation Bar



Global Tools

The Student Testing Site has several global tools that Test Administrators can access in the navigation bar (see [Figure 39](#)).

- **Help [?] button:** The [?] button in the upper-right corner opens the on-screen help (*Instructions and Help* page).
- **Calculator button:** A basic Desmos calculator tool is available for use on all items in the HSA-Alt summative and CEA mathematics tests at all grade levels.
- **Zoom buttons:** You can zoom in on the item to increase the font size. Four levels of magnification are available.
- **Pause button:** This button pauses the test. When the test resumes, the first page with unanswered items appears.
- **Navigation buttons:** The **Next** button in the upper-left corner permits Test Administrators to move to the next item or page in the test when the Navigation Bar is open, instead of using the green “Next” button shown when the test is in full screen mode (see [Figure 41](#)).



Policy Note: The **Back** button may be shown in the Navigation Bar but should not be used during operational summative test administration. During operational summative testing, once an item has been administered to a student it may not be re-administered.

- **Full Screen button:** Select this button to close the Navigation Bar and return to full screen display of the test. The Test Administrator should always use the "Full Screen" button to close the Navigation Bar before returning the iPad to the student for continued testing.
- **End Test button:** Select this button when students are done with the test. The process of submitting the test for scoring begins.

Listening to the Audio (Summative Assessments Only)

Each summative item requires students to listen to audio narration. Each summative test item answer option also provides audio.

To listen to summative test content:

- To listen to a passage, select  beside the passage.
- To listen to a question, select  beside the question.
- To listen to an answer option, select  below an answer option.
- To stop the audio, click  while it is playing.
 - You cannot pause audio content. If you select  again, it will play the audio from the beginning.



Reminder: Test Administrators must adjust the volume settings on iPads used for testing **before** entering Assessment Mode when launching the secure browser.

Expand/Collapse Passage Tool (Summative Assessments Only)

When items are associated with a stimulus, such as a reading passage in ELA or a visual associated with a math scenario, you can expand the stimulus section, so that it overlaps the item section. (Remember that students should be assisted, as needed, with accessing and seeing the full visual prior to answering a question that contains a visual that is only partially visible unless expanded.)

- To expand the stimulus section, click  in the corner of the stimulus section.
- To collapse the stimulus section, click  again.

Embedded Calculator Tool

A basic Desmos calculator tool is available for use on items in the HSA-Alt mathematics tests at all grade levels. Students may use embedded Desmos calculator tool and/or any type of physical calculator already in use in the classroom.

- To access the Desmos calculator, access the Navigation Bar and click the  icon in the upper right of the global menu.
- To close the Desmos calculator, click the  icon in the upper right of the calculator tool.

Section IX. Proceeding Through a Test

This section describes how to move through an online HSA-Alt summative or CEA assessment, how to pause the test, and how to end and submit the test.

Understanding the Structure of HSA-Alt Summative Assessments in ELA, Mathematics and Science

The HSA-Alt Summative Assessments in ELA, Mathematics and Science are adaptive tests consisting of 40 operational items and 10-20 field test items. The adaptive algorithm will automatically adjust the difficulty level of items based on students' performance on previous items. The Online Testing System will automatically end the test once the final item has been completed.

Understanding the Structure of HSA-Alt Classroom Embedded Assessments in ELA, Mathematics and Science

The HSA-Alt Classroom Embedded Assessments in ELA, Mathematics and Science are fixed form tests consisting of five performance level groups of four test pages each, for a total of 20 test pages for each content area. Each CEA is aligned to a single content area standard and essence statement, and within each CEA, each group of four test pages is aligned to one of five levels: the Prerequisite Skill, and the Well-Below, Approaches, Meets, and Exceeds Performance Level Descriptors for that standard and standard essence statement. For each of the five item groups, the TA will complete: 1) a performance-based activity culminating in a student performance task (PT), 2) a rubric rating the student's engagement and correctness of response during the performance task, 3) a rubric rating the student's level of independence during their response to the performance task, and 4) a multiple-choice item.

All items in the CEA are optional and TAs may choose to administer the PT and associated multiple-choice item for one or more of the performance levels (prerequisite skill through Exceeds PLD), depending on what is most appropriate for the particular student participating in the CEA. TAs will be able to move forward or backward through the performance levels, and the CEA test performance levels may be administered in any order, again depending on what is most appropriate for the particular student participating in the CEA. TAs may submit a student's CEA test for scoring with one or more test performance level(s) completed.

Completing Summative Assessment Items

This section explains how to complete summative test items, how to record a non-response, the criteria to enact the Early Stopping Rule for summative assessments, and how to pause a test.

Completing Summative Test Items

The test questions on the summative HSA-Alt require additional Test Administrator (TA) oversight based on individual student needs. Test Administrators will need to monitor:

- Student use of the ear icons for stimulus, question, and answer option presentations
- Student use of expanded passage feature for viewing visuals
- Entry and recording of student answer selections.

Ear icons

Summative test items use audio buttons that look like small ears  (see previous [Figure 39](#)).

There are separate audio buttons  for each summative item's stimulus, question, and answer options that will need to be pressed to hear all parts of the test item audio. For items with a stimulus, the small ear icon on the left side of the screen will present the ELA passage, or math or science stimulus. The small ear icon on the right side of the screen will present the test question and the small ear icons under each answer option will present the student response options. Test Administrators may need to monitor students to ensure that students are pressing ear icons on both the left and the right sides of the screen. Students should not be expected to answer a question for which the passage or the stimulus, item question, and all response options have not been presented.

To listen to summative test content:

- To listen to a passage, select  beside the passage.
- To listen to a question, select  beside the question.
- To listen only to an answer option, select  below the answer option.
- To stop the audio, click  while it is playing.
 - You cannot pause audio content. If you select  again, it will play the audio from the beginning.

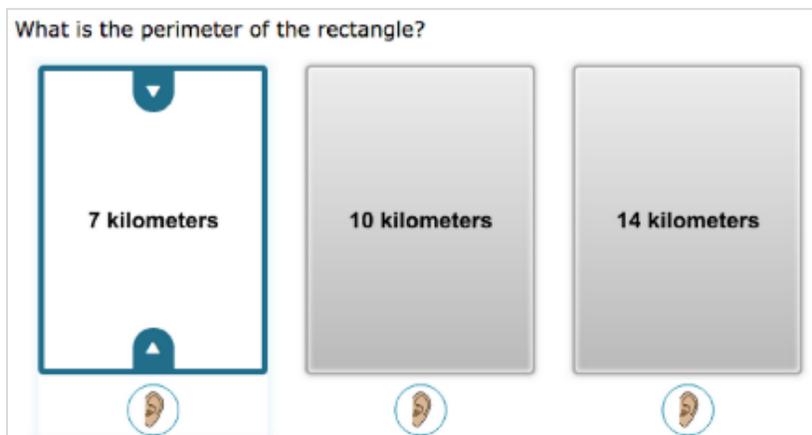
Expanded passage

Stimuli may not be fully displayed when viewed in a split screen format. To view the entire visual, Test Administrators or students may need to either scroll horizontally or use the expanded passage feature. Test Administrators may need to monitor students to ensure that students are using the expanded passage feature to view the full visual. Students should not be expected to answer a question on the basis of a partial visual.

Entering and recording student response

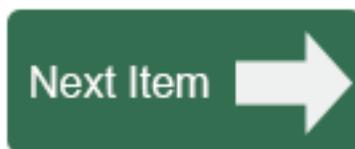
Students are allowed to change their answer selection during administration of an item and the initial and subsequent answer selections will cause blue highlighting to appear around the selected answer option card.

Figure 40. Alternate Assessment Card Item



Once students have made their final decisions the Test Administrator or the student will select the **Next Item** button to record the response and move on to the next item (see [Figure 41](#)).

Figure 41. Sample Next Item Button



The **Next Item** button appears above the test item. If the **Next Item** button is not visible, Test Administrators will need to press the Full Screen icon (see [Figure 42](#)) to close the Navigation Bar. After all items are completed, re-open the navigation bar and select the red **End Test** button (see [Figure 42](#)).

Figure 42. End Test Button



All selected responses are automatically saved, even when the test is paused.

Recording a Non-Response

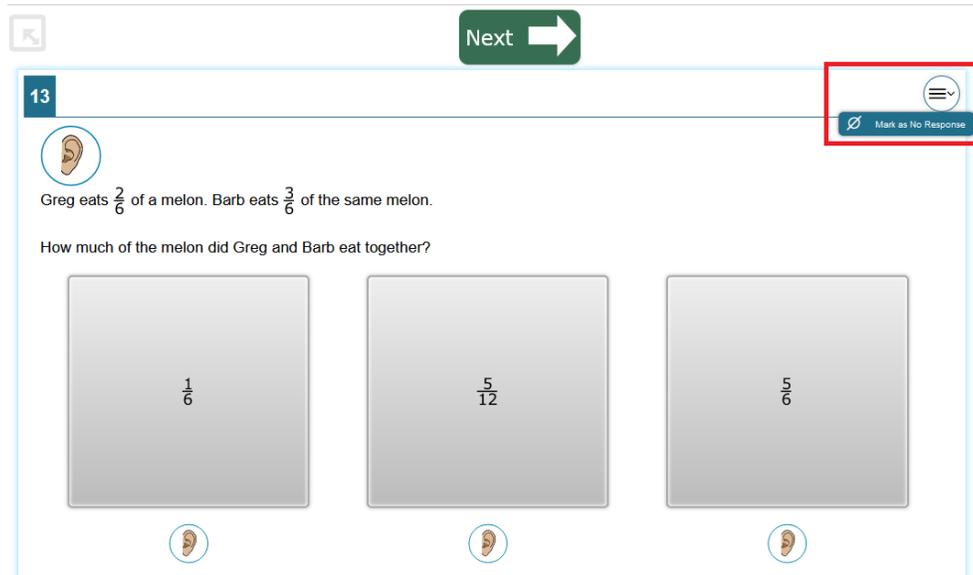
In some cases, a student may not be willing or able to provide a response to an item. In such cases, the Test Administrator should use the "Mark as No Response" tool to record the student as non-responsive to the item.

To record a non-response:

1. Tap or click on the item context menu icon  located at the upper right side of the item.

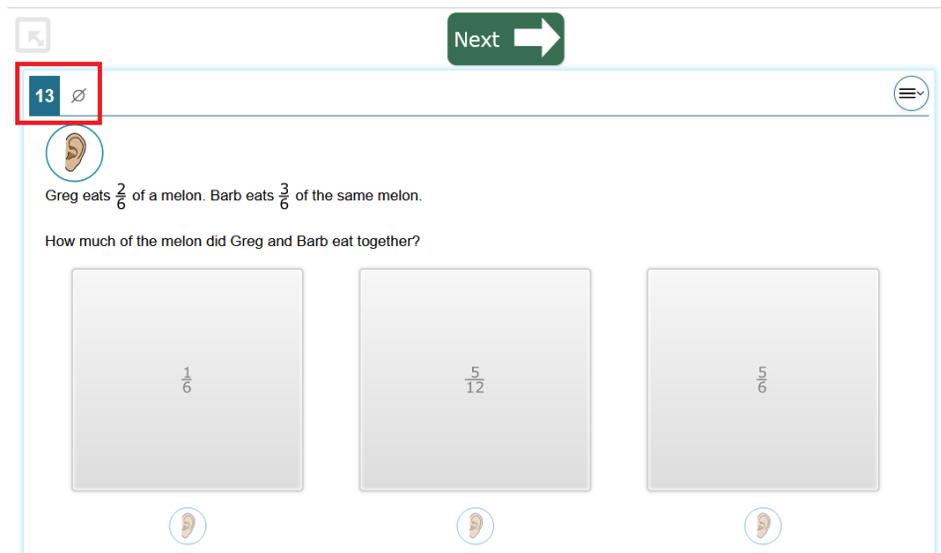
2. Select the "Mark as No Response" option from the drop-down list (see [Figure 43](#)).

Figure 43. Mark as No Response Option in Summative Item Context Menu



3. A pop-up box will appear asking the Test Administrator to confirm the selection of a No Response for the item. Click **Yes**.
4. The item will appear disabled and an item badge will appear to indicate the "Mark as No Response" option was used for the item.

Figure 44. Summative Item Marked as No Response



Warning: Once a student non-response is entered the item may not be re-administered.

Early Stopping Rule for Summative Assessments

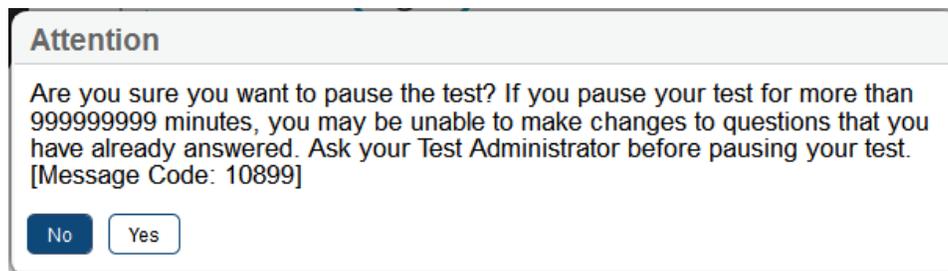
An early stopping rule will be available for students taking the summative assessments who are non-responsive to the first eight items on each summative content area test. The Early Stopping Rule policy requires two test separate sessions to deliver the first eight items and that an observer is present for at least four of the eight delivered items. Both observer and TA will need to verify appropriate testing conditions were met. **See the administration guidelines as outlined in the *HSA-Alt Summative Test Administration Manual*** available on the HSA-Alt portal (<https://hsa-alt.alohahsap.org>). If the "Mark as No Response" option is entered for the first eight items on a student's summative content area test, the Online Test Delivery System will automatically end the test for the student when the TA clicks the "Next" button on item eight. See [Reaching the End of the Test](#) below.

Pausing Tests

Students can pause the summative test at any time. Pausing a test logs the student out. To resume testing, students must repeat the sign-in process (see the section [Signing in to the Student Testing Site](#)).

To pause the test from the student screen, which is the recommended method for pausing a student's test, open the Navigation bar and click the **Pause** button. A confirmation message pops up. Click **Yes** to pause the test.

Figure 45. Pause Test Message



When the student is ready to resume the test, you must start the sign-in process again. When the test is resumed, the first unanswered item appears. You may pause and resume the assessment at any time during the summative assessments testing window (February 21–May 26, 2023). There is no limit to the number of times you may pause a summative assessment during the open testing window.



Alert: If students are testing on Chromebooks, please ensure that they pause the test before closing the lid of the Chromebook. If the lid is closed before the test pauses, whoever opens the Chromebook next will be able to see the last question that the student was viewing (and any response they entered).

Completing Classroom Embedded Assessment (CEA) Items

This section explains how to complete CEA test items, how to record a non-response, and how to pause a test.

Completing CEA Test Items

The test questions on the HSA-Alt Classroom Embedded Assessment require the Test Administrator to complete the following steps for each section of the test. There are five performance levels in total on each CEA. Each performance level consists of four parts: 1) a classroom activity with an embedded performance-based task (PT), 2) a teacher rubric for rating student engagement and response correctness to the task, 3) a teacher rubric for rating student level of independence in response to the task, and 4) a multiple-choice or multi-select item.

1. Administer the performance-based activity/task (PT) using the teacher script and instructions provided.
2. Complete the first Teacher Rubric for rating student engagement and response correctness to the task.
3. Complete the second Teacher Rubric for rating student level of independence in response to the task.
4. Administer the multiple-choice or multi-select item to the student using the on-screen script. Apply the accessibility options shown, if applicable. Customary accommodations for the summative are may also be used, if appropriate.

All items in the CEA are optional and TAs may choose to administer the PT and associated multiple-choice item for one or more of the performance levels (prerequisite skill through Exceeds PLD), depending on what is most appropriate for the particular student participating in the CEA. Test Administrators will repeat steps 1 – 4 above for any of the five performance levels they choose to administer to the student. TAs may submit a student’s CEA test for scoring with one or more test performance level(s) completed.

Administering the performance-based activity/task

The performance-based activity/task has several scripted components: an engagement activity, a standards-refresher activity and a performance-based task. Follow the script and use the materials listed for the activity. Accessibility options are listed for each activity/task; these should be used to provide access to students with specific disabilities that limit access.

Test Administrator on-screen script

The test questions on the HSA-Alt CEA include a Test Administrator script that should be read verbatim to student.

- Bold, blue, italicized text indicates what the TA reads aloud to the student. Follow the script exactly.
- Black, unbolded text indicates what the TA does while reading the script. For example, the TA will be directed to indicate the response option cards by pointing to the corresponding response card.

Example for the performance-based task item:

Say: How many squares are inside our base area? Let’s count: 1, 2, 3, 4, 5. (Point to each square on the grid paper as you count).

Example for the multiple-choice item:

Say: *Who is holding the rock? A girl.* (Point to the answer option with a girl on it). ***A boy.*** (Point to the answer option with a boy on it).

Test Administrators must read aloud the item script(s) verbatim for all items in the HSA-Alt CEAs. The Test Administrator may not substitute words in the script even if he or she believes the student would be more familiar with a different word. The Test Administrator may reread all or any part of the script, as needed. The Test Administrator must not provide any cues to correct answers when rereading the script.

Entering and recording teacher rubric response and student multiple choice response

Following the performance-based activity/task, Test Administrators should select the appropriate rubric option for each of the two teacher rubrics. If the student is non-responsive to the performance-based activity/task, the Test Administrator should follow the instructions found in [Recording a Non-Response](#).

Once the Test Administrator has selected the appropriate rubric option, or marked a non-response, the Test Administrator will select the **Next Item** button to move to the next item (see [Figure 41](#)).

Following the two teacher rubrics, the Test Administrator will administer the multiple-choice item to the student using the on-screen instructions. Test Administrators or students should then select the response card that corresponds to the student's response to the multiple-choice item. Students are allowed to change their answer selection during administration of an item and the initial and subsequent answer selections will cause blue highlighting to appear around the selected answer option card (see [Figure 40](#)).

Once students have made their final decisions the Test Administrator will again select the **Next Item** button to record the response and move to the first item in the next performance level (see [Figure 41](#)).

All selected responses are automatically saved, even when the test is paused.

Recording a Non-Response

In some cases, a student may not be willing or able to provide a response to a performance-based activity/task or a multiple-choice item. In such cases, the Test Administrator should use the "Mark as No Response" tool to record the student as non-responsive on the associated teacher rubric(s) or on the multiple-choice test item.

To record a non-response:

1. Tap or click on the item context menu icon  located at the upper right side of the rubric or multiple-choice item.

2. Select the "Mark as No Response" option from the drop-down list (see [Figure 43](#)).
3. A pop-up box will appear asking the Test Administrator to confirm the selection of a No Response for the item. Click **Yes**.
4. The item will appear disabled and an item badge will appear to indicate the "Mark as No Response" option was used for the item (see [Figure 44](#)).



Warning: Once a student non-response is entered the item should not be re-administered.

Navigating Between CEA Performance Levels

All items in the CEA are optional and TAs may choose to administer the PT and associated multiple-choice item for one or more of the performance levels (prerequisite skill through Exceeds PLD), depending on what is most appropriate for the particular student participating in the CEA.

When the TA first logs in to a CEA test, the first test item will appear. This will be the performance-based task for the prerequisite skill performance level. The TA may use the "Next" button in the Navigation Bar to skip forward in the test to the appropriate performance level, if needed. [Table 5](#) below provides a mapping of which item numbers in the CEAs correspond to each performance level.

The TA may also choose to return to previously skipped items, if they decide to administer an earlier performance level in the test. The TA may use the "Back" button in the Navigation Bar to return to an earlier performance level for administration.

Table 5. Mapping of CEA Item Numbers and Performance Levels for All Tests

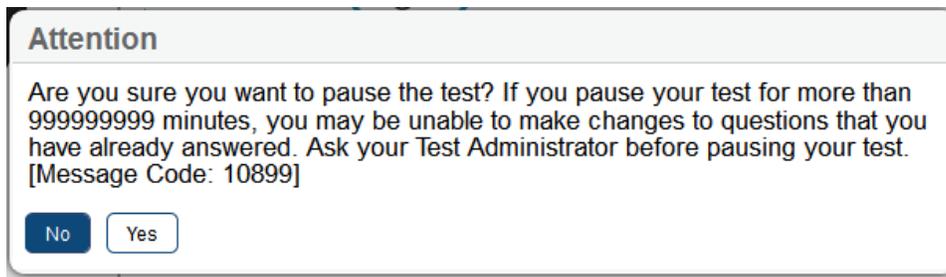
Item Number	Performance Level and Item Type
1 – 4	Prerequisite Skill Performance Activity/Task (Item 1), Teacher Rubrics (2-3), and Multiple-Choice Item (4)
5 – 8	Well Below PLD Performance Activity/Task (5), Teacher Rubrics (6-7), and Multiple-Choice Item (8)
9 – 12	Approaches PLD Performance Activity/Task (9), Teacher Rubrics (10-11), and Multiple-Choice Item (12)
13 – 16	Meets PLD Performance Activity/Task (13), Teacher Rubrics (14-15), and Multiple-Choice or Multi-Select Item (16)
17 – 20	Exceeds PLD Performance Activity/Task (17), Teacher Rubrics (18-19), and Multiple-Choice or Multi-Select Item (20)

Pausing Tests

CEA tests can be paused at any time. Pausing a test logs the student out. To resume testing, students must repeat the sign-in process (see the section [Signing in to the Student Testing Site](#)).

To pause the test from the student screen, which is the recommended method for pausing a student’s test, open the Navigation bar and click the **Pause** button. A confirmation message pops up. Click **Yes** to pause the test.

Figure 46. Pause Test Message



When the student is ready to resume the test, you must start the sign-in process again. When the test is resumed, the first unanswered item appears. **NOTE:** If the Test Administrator skipped items in the earlier test performance levels, the student’s paused CEA test will resume on the first unanswered item, which may be the first item in the test. The TA may need to use the “Next” button to navigate to the appropriate test performance level to resume testing.

You may pause and resume the CEA tests at any time during the CEAs testing window (October 3, 2021 – July 21, 2023). There is no limit to the number of times you may pause CEA test during the open testing window.

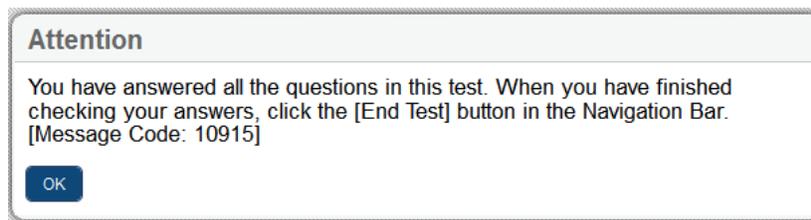


Alert: If students are testing on Chromebooks, please ensure that they pause the test before closing the lid of the Chromebook. If the lid is closed before the test pauses, whoever opens the Chromebook next will be able to see the last question that the student was viewing (and any response they entered).

Reaching the End of the Test

To complete the testing process, students must submit their tests when they are finished answering questions. After students answer the last item on the test, a message appears, indicating that all questions in the test have been answered.

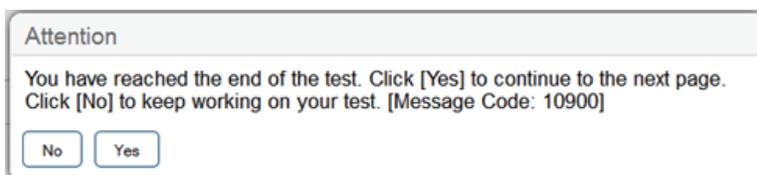
Figure 47. Answered All Questions Message



To end a test:

1. Select **OK** to close the pop-up message.
2. If the navigation bar is not already visible, open it. Instructions for opening the navigation bar are provided in the [About the Navigation Bar](#) section.
3. In the navigation bar, click the **End Test** button in the top-left corner, which appears after students respond to the last test question. A confirmation message appears (see [Figure 48](#)).
4. Select **Yes** to end the test and continue to the **End Test** page. If you need the student to continue working, select **No**.

Figure 48. End Test Alert Message



Ending the Test

When students end a test, the **End Test** page appears (see [Figure 49](#)). This page allows students to submit the test for scoring. The Hawai'i Department of Education requires that no items are revisited once this page is reached. Although that functionality is available, HSA-Alt Test Administrators and students who are taking the assessment are not allowed to review or change a student's answer after a response has been registered with the Next icon.

Figure 49. End Test Page

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.

Questions:

1	4	7	10	13	16	19
2	5	8	11	14	17	
3	6	9	12	15	18	

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

Submit Test

To submit the test:

1. Select the **Submit Test** button. A confirmation message appears.
2. Select **Yes**.



Alert:

- After you click **Submit Test**, the test is officially submitted and the testing is now completed.
- **Tests must be submitted by the end of the testing window.** The last day of the testing window for all summative content areas is May 26, 2023. The last day of testing for all CEA content areas is July 21, 2023.

Your Results Page

After the student submits the test for scoring, the **Your Results** page appears displaying the student's name, the test name, and the completion date (see [Figure 50](#)). This page will customarily display the test score at the end of the test.

About Test Scores

- Scores for the HSA-Alt ELA, Mathematics, and Science summative assessments will be automatically displayed unless the student has the "Suppress Score" flag turned on TIDE. Student results will also be available in the Centralized Reporting System immediately after the student's test has been submitted.
- Scores for the HSA-Alt ELA, Mathematics and Science CEA tests will be available in the Centralized Reporting System immediately after the student's test has been submitted.
- Scores are not displayed for online HSA-Alt training tests.



Note: Students' scores may be suppressed for operational tests. The "Suppress Score" setting is managed in TIDE. If a student has the "Suppress Score" feature enabled for a subject, then the "This is your score" line does not appear on this screen for that subject test.

Figure 50. Sample Your Results Page (for HSA-Alt Training Test)

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

Student Name: GUEST, GUEST (Student ID: GUEST)	Test Name: HSA-Alt Grade 3,4,5 Mathematics
Test Completed On: 1/7/2019	
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.	

[Log Out](#)

Appendix A. Configuring Tablets for Testing

Tablets and Chromebooks should be ready for testing **before** giving them to students. For detailed instructions on ensuring tablets and Chromebooks are ready for use, refer to the configuration, troubleshooting, and advanced Secure Browser installation instructions for each supported operating system which are available on the HSA-Alt portal (<https://hsa-alt.alohahsap.org>) on the [Online Technology Guide](#) portal page.

To configure iOS devices:



Reminder: Test Administrators must adjust the volume settings on iPads used for testing **before** entering Assessment Mode when launching the secure browser.

1. Check that your secure browser application has been updated for the new school year. Tap the **App Store** icon on the student's iPad, then tap **Updates** on the bottom right corner to confirm the **SecureTestBrowser** secure browser application has been updated.
2. Tap the **SecureTestBrowser** secure browser icon.
3. Follow the student login instructions detailed in [Administering Online Tests](#).

To configure Chromebooks:

1. From the **Apps** link on the Chrome OS login screen, select **SecureTestBrowser** secure browser.
2. Follow the student login instructions detailed in [Administering Online Tests](#).

Closing the Student Testing Site on Tablets

After a test session ends, close the **SecureTestBrowser** application on student tablets.

To close the Student Testing Site on iOS devices:

1. Double-tap the Home button. The multitasking bar appears.
2. Locate the **SecureTestBrowser** app preview and slide it upward.

To close the Student Testing Site on Chromebooks:

1. Click **Close Secure Browser** in the upper-right corner.

Additional Measures for Securing the Test Environment

The secure browser ensures test security by prohibiting access to external applications or navigation away from the test. This section provides additional measures you can implement to ensure the test environment is secure.

- **Close External User Applications**

Before launching the secure browser, or prior to administering the online tests, close all non-required applications on testing devices. On iPads, double-click on the "home" button to determine if there are applications still running in the background. If applications are seen, swipe up on each individual application to close it. Once all applications have been closed, press the "home" button again to return to the main screen and launch the Secure Browser.

- **Avoid Testing with Dual Monitors**

Students should not take online tests on computers connected to more than one monitor. Systems that use a dual monitor setup typically display an application on one screen while another application is accessible on the other screen.

- **Disable Screen Savers and Timeout Features**

On all testing devices, be sure to disable any features that display a screen saver or log users out after a period of inactivity. If such features activate while a student is testing, the Secure Browser logs the student out of the test.

Forbidden Application Detection

When the secure browser launches, it checks for other applications running on the device. If it detects a forbidden application, it displays a message listing the offending application and prevents the student from testing. This also occurs if a forbidden application launches while the student is already in a test.

In most cases, a detected forbidden application is a scheduled or background job, such as anti-virus scans or software updates. The best way to prevent forbidden applications from running during a test is to schedule such jobs outside of planned testing hours.

Troubleshooting

This section describes how to troubleshoot some situations in which a student cannot connect to a test.

Resolving Secure Browser Error Messages

This section provides possible resolutions for the following messages that students may receive when signing in.

- **You cannot login with this browser:**

This message occurs when the Online Testing System cannot determine if the student is taking the test through the correct secure browser. To resolve this issue, ensure the latest version of the secure browser is installed, and that the student launched the secure browser

instead of a standard web browser. If the latest version of the secure browser is already running, then you should log the student out, restart the computer, and try again.

- **Looking for an Internet Connection:**

This message occurs when the secure browser cannot connect to the Online Testing System. This is most likely to occur if there is a network-related problem. The easiest thing to check is if the Wi-Fi connection is live. If connection issues persist, contact your school’s network technician.

- **Test Environment Is Not Secure:**

This message can occur when the secure browser detects a forbidden application running on the device (see the section [Additional Measures for Securing the Test Environment](#)). If this message appears on an iPad, ensure that Assessment Mode is enabled.

Force-Quit Commands

In the rare event that the secure browser or test becomes unresponsive, you can force-quit the secure browser. Please note that the Secure Browser hides features such as the Windows task bar or Mac OS X dock. If the Secure Browser is not closed correctly, then the task bar or dock may not reappear correctly, requiring you to reboot the device. Avoid using a force-quit command if possible.

To force the secure browser to close, use the keyboard command for your operating system as shown below. This action logs the student out of the test. When the secure browser is opened again, the student logs back in to resume testing.

Operating System	Key Combination
Windows*	Ctrl + Alt + Shift + F10
macOS*	Ctrl + Alt + Shift + F10 . The Ctrl key may appear as Control , Ctrl , or ^
Linux	Ctrl + Alt + Shift + Esc

* If you are using an Apple keyboard, you may need to press **Ctrl + Shift + Option + F10**. If you are using a laptop or notebook, you may need to press **Function** before pressing **F10**.

Force-quit commands do not exist for the secure browser for iPadOS and Chrome OS devices.

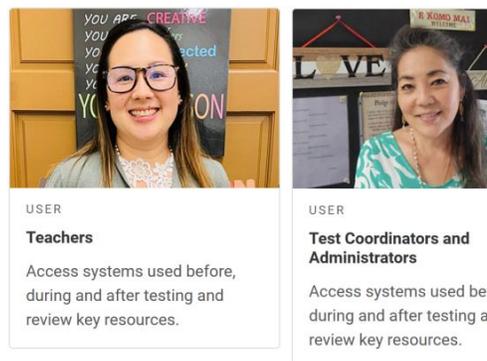
- **iPadOS:** To exit the secure browser, double-tap the Home button, then close the app as you would any other iOS app.
- **Chrome OS:** To exit the Secure Browser from the sign-in screens, press **Ctrl + Shift + S**. You cannot force quit once the test begins.

Appendix B. Quick Guide to the Online Testing System (for Summative and CEA Testing)

Logging in to the TA Live Site, Creating a Test Session, Approving Students, and Logging Out

1. Navigate to the HSA-Alt portal (<https://hsa-alt.alohahsap.org>).
2. Select either **Teachers** or **Test Coordinators and Administrators**.

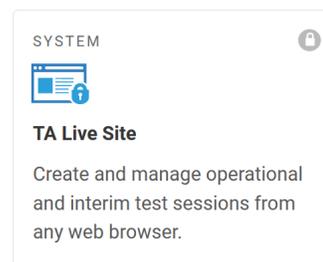
HSAP Portal User Cards



3. Select the **TA Live Site** card under **Administering Tests**.
4. The login page appears. Enter your email address and password.
5. Click **Secure Login**. The TA Live Site appears.
 - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears and a code is sent to your email address. This applies every time you access the TA Live Site using a new computer or a new browser. The email contains an authentication code, which you must use within 15 minutes of the email being sent.
 - i. In the *Enter Emailed Code* field, enter the emailed code.
 - ii. Click **Submit** to view the TA Live Site.

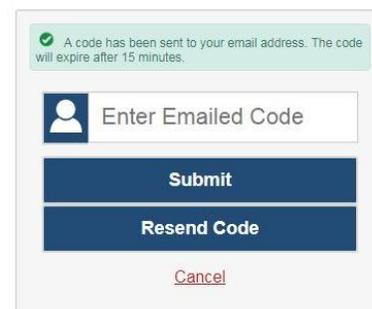
Portal Card for TA Live Site

Administering Tests



Enter Code Page

Enter Code



If the code has expired, click **Resend Code** to request a new code.

6. If you receive a warning message about not being certified, you must complete the TA Certification Course and then log in again.
 - a. To complete the TA Certification Course, use your TIDE account to log into the certification course website at <https://ta-cert.cambiumast.com/courses/hawaii>.

7. If you are associated with multiple institutions, a pop-up message prompts you to select a testing institution. Select your institution from the drop-down list and click **Go**. To change the institution, you must log out and then log back in.

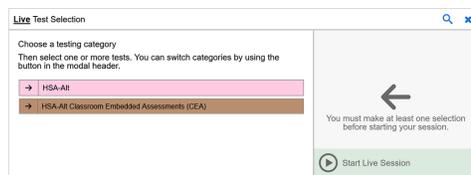
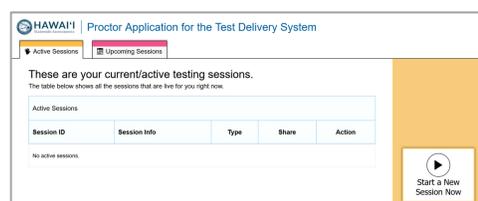
8. Start a test session in the TA Live Site:

- a. On the *Test Administration* site landing page, select **Start a New Session Now**.
- b. In the **Test Selection** window, select the tests you wish to administer.

*NOTE: If this is the first time the student(s) will be taking the summative assessments in Spring 2023, the Test Administrator **must** include the "HSA-Alt LCI" test in the TA Live Site test session, and must complete the LCI after the student sign-in process (see next section, below).*

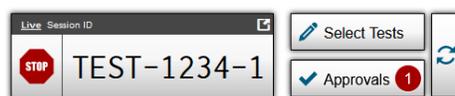
- c. Click **Start Session**. The Session ID generates automatically and appears at the top of the page.

TA Site: Select Test(s), Start Session



9. Write down the Session ID to use in the next step when signing in a student.
10. To sign in a student, three pieces of information will be needed: the student's legal first name (first name as shown in TIDE), SSID, and the Session ID. This information must be entered in the three fields shown on the student sign-in page. For a student who requires assistance in navigating the assessment, the Test Administrator may login for the student.

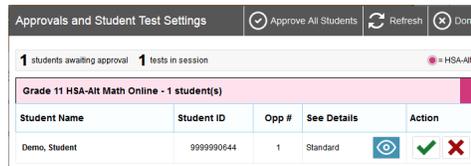
TA Site: Sample Session ID



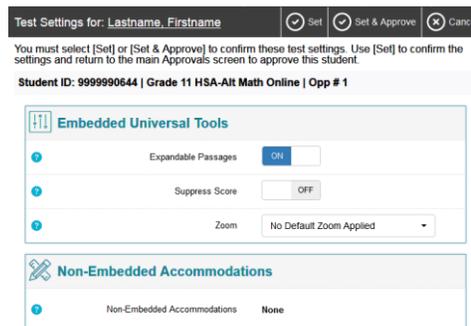
11. Approve students for testing. Look in the upper-right corner of the TA Live Site. When students begin signing in and selecting tests, the approvals button activates. Click **Approvals** to view the list of students.

- To review and update a student’s test settings, click  in that student’s row.
- To approve an individual student for testing, click .
- To deny a student for testing, click  and enter the reason in the box.
- To approve all students in the list for testing, click **Approve All Students** at the top of the **Approvals and Student Test Settings** window.

TA Site: Approve Students



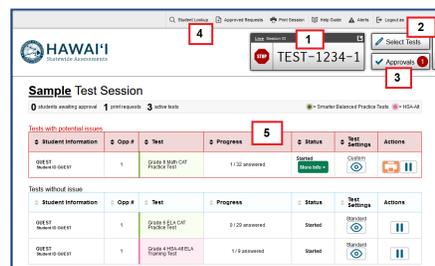
TA Site: View Student Test Settings



12. Monitor the students’ progress throughout their tests.

- Assist as needed to ensure a valid test session occurs; students may need assistance in navigation and TA directions to listen to and see all information presented, stimulus, question, answer options, and full visuals.
- Click  to view a student’s test settings.
- The Student Status column refreshes to indicate the students’ progress.
- When a student has started testing, the Student Status column indicates how many test items the student has answered out of the total number of items on the test.
- Click the  button to pause an individual student’s test.

TA Site: Students Currently Testing



13. When the testing time is up, stop the test session and log out.

- a. Click  to end the session and automatically pause all tests in your session that are still in progress.
- b. Click **Log Out** to exit the TA Site.

TA Live Site: Stop Session



Reminder: Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, you must start a new session. Give the students the new Session ID so they can log in again and resume testing.

Overview of the Student Sign-In Process

Sign In

1. Open the secure browser on the student computer.
2. If prompted, choose your state ("Hawaii") and your assessment program ("Hawaii Statewide Assessments"). The student login page will appear.
3. Enter the student's first name, SSID, and the Session ID. The following are common errors:
 - Student's name and SSID do not match. SSID or name may have been entered incorrectly.
 - The Session ID is not available. The Session ID entered is not an available test session.

Select Your Test / Assessment Page

Secure Browser Login Page

Verify Student Information

4. Verify that the student's information is correct.
 - If the information is correct, click **Yes**.
 - If the information is not correct, click **No**. The student returns to the sign-in page.

Is This You? Page

Select an Available Test

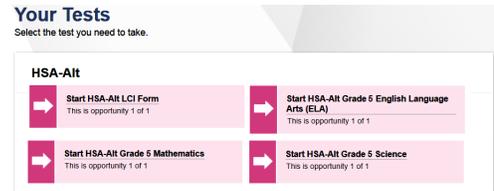
5. Select the button for a test.

*Note: If this is the first time the student(s) will be taking summative assessments in Spring 2023, the Test Administrator **must** select the "HSA-Alt LCI" test on this screen and complete the LCI form using data from the person most familiar with the student. If the TA is not the student's teacher, the TA should ask for the teacher's input on the LCI test that is completed on behalf of the student. The Test Administrator will then need to log the student out of the testing site and resume login at Step 1, above.*

Note: If the student started a test but did not finish it, the button says "Resume."

On the TA Site, approve the student for testing (see Step 11 in the **Logging in to the TA Live Site, Creating a Test Session, Approving Students, and Logging Out** section above).

Your Tests Page



Your Test Settings Page

6. Confirm the student's test settings are correct.
 - If the settings are correct, select **Looks Good** to continue.
 - If the settings are incorrect, select **Back to Login** to log out of the Student Testing Site.

Your Test Settings



Audio Playback Check (summative assessments only)

7. Verify that students can hear the sample audio.
 - If the sound is audible, students select **I heard the sound**.
 - If the sound is not audible, students select **I did not hear the sound**. Additional audio troubleshooting may be needed.

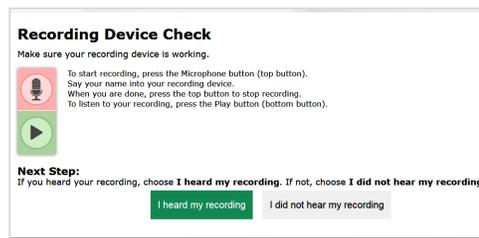
Audio Playback Check



Recording Device Check (remote summative assessments only)

8. If the student is testing via the remote summative administration option, the Recording Device Check will appear. Verify that students can record a sample audio.
 - If the recorded audio is clearly audible, students select **I heard my recording**
 - If the the student is being tested remotely and the recorded audio is not clearly audible, they select **I did not hear my recording** to open the **Problem Recording Audio** panel. Additional troubleshooting may be needed.

Recording Device Check

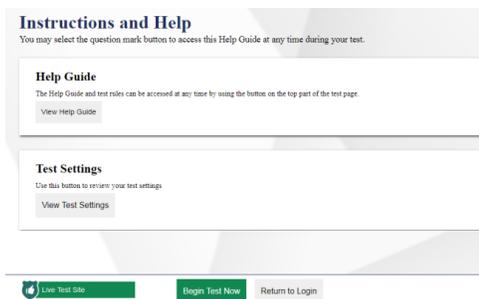


Instructions and Help

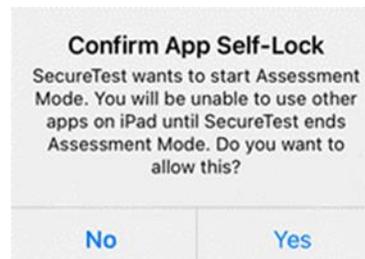
9. On the **Test Instructions and Help** page, click the Begin Test Now button.
 - a. On iPads, enable Assessment Mode by tapping "Yes" in the **Confirm App Self-Lock** pop-up message that appears.

The first page of the test appears.

Instructions and Help Page



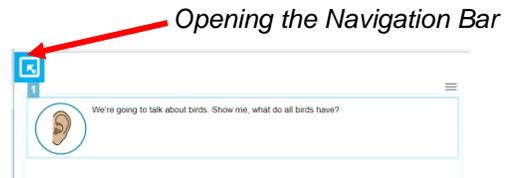
Assessment Mode



Opening the Navigation Bar

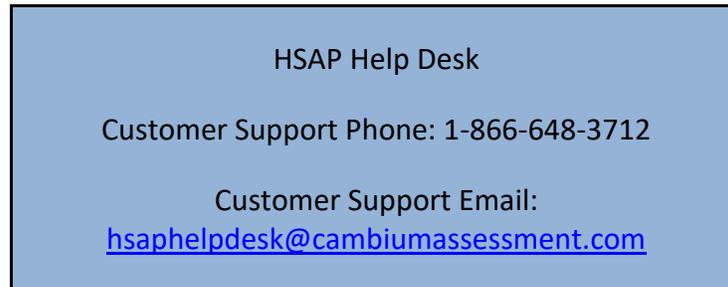
10. The Navigation Bar is used to adjust Zoom level, access the digital calculator, and/or pause or end a student's test. To open the Navigation Bar:

- In the upper left hand corner of the screen you will see a faint grey box with an arrow.
- Use the mouse cursor to hover over the faint grey box. It will turn blue.
- Click on the blue box and a pop-up window will appear.
- The password you need to enter in the pop-up window is the student's first name used during test login.
- Then, click **Ok**.



Appendix C. User Support

If this user guide does not answer your questions, please contact the HSAP Help Desk.



To assist you with your issue or question, please provide the Help Desk with detailed information that may include the following. You may choose to use the *Help Desk Intake Form*, available in the Resources section on the alohahsap.org portal website.

- Test Administrator name and IT/network contact person and contact information
- If the issue pertains to a student, provide the student's SSID and associated complex area or school. Do not provide the student's name.
- Results ID for the affected student tests
- Affected test ID and question number, if applicable.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Operating system and browser version information, including version numbers (for example, Windows 10 and Firefox 101 or Mac OS 11.6 and Safari 15)
- Any error messages and codes that appeared
- Information about your network configuration:
 - Secure Browser installation (to individual machines or network)
 - Wired or wireless Internet network setup

Change Log

This Change Log can be used to identify specific changes that are made to any of the information included in the original document throughout the current school year.

Change	Section	Date
Added a text box with information on accessing the HSA-Alt Classroom Embedded Assessments via conventional web browser.	Section VII. Signing in to the Student Testing Site	10/6/22