



**STATE OF HAWAII
DEPARTMENT OF EDUCATION**

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

December 27, 2021

**ACTION REQUIRED
Due Date: 1/21/2022**

TO: Deputy Superintendent
Complex Area Superintendents
Principals (All)
Hawaii State Public Charter School Commission Executive Director
Public Charter School Directors (All)
HSA-Alt Coordinators
HSA-Alt Test Administrators

FROM: Cara Tanimura *Cara Tanimura*
Interim Assistant Superintendent

SUBJECT: **Hawaii State Assessment-Alternate Test Administrator Training**

The Assessment Section will conduct a mandatory Hawaii State Assessment-Alternate (HSA-Alt) Test Administrator Training for all new and returning HSA-Alt Test Administrators in February 2022. This one-day training will be held virtually with several dates and timeframes provided as participant options. The available training dates and times are shown in the table below and all HSA-Alt test administrators are expected to attend one of these training sessions.

February 2022 HSA-Alt Test Administrator Training Sessions

| DATE | Complex Area | TIME | ADDITIONAL DETAILS |
|-------------------|------------------------------|-------------------|--------------------|
| February 7, 2022 | Hilo/Kona | 9:00 am – 2:30 pm | Virtual (Webex) |
| February 8, 2022 | Maui/Kauai/Molokai/ Lanai | 9:00 am – 2:30 pm | Virtual (Webex) |
| February 10, 2022 | Honolulu/Windward | 9:00 am – 2:30 pm | Virtual (Webex) |
| February 11, 2022 | Central/Leeward | 9:00 am – 2:30 pm | Virtual (Webex) |

Topics that will be covered include HSA-Alt Participation Guidelines, accessibility, learning expectations, online TA certification, and technology requirements for online test administration. Information provided will encompass both online and paper administrations of the HSA-Alt.

This training is mandatory for all HSA-Alt Test Administrators. Special Education Department Chairs, Student Services Coordinators, and district and complex area support staff are also invited to attend on a space-available basis. This training will be recorded and posted on the alohahsap.org website for individuals who are unable to attend the scheduled training sessions.

Registration Information

To register, use this link: <https://conta.cc/3FiwQVv> or follow the link found on the HSA-Alt portal: <http://alohahsap.org> > HSA-Alt > HSA-Alt January 2022 Test Administrator Training Registration. Registration closes on **January 21, 2022**.

Registrants will receive an automated confirmation email that verifies the online registration has been successfully completed. *Note: This automated message does NOT indicate confirmation of participation.* If an automated confirmation email is not received within 24 hours of submission of the online registration form, contact Emily MacGillivray at the Cambium Assessment, Inc. (CAI), at (808) 943-3906 or by email at emily.macgillivray@cambiumassessment.com.

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

Substitute Provision

Test Administrators should indicate if a substitute is needed. Substitute coverage will be for the full work day. All participants must report to their customary work location (e.g., school or Department of Education office) for the full-day or as directed by the participant's supervisor/principal.

How to Prepare for the Training

Each participant should have a student device such as an iPad, Chromebook, or other device used by the student during test administration of the HSA-Alt (preferably, a device similar to one that the student uses as part of daily classroom instruction), *and* one computer for the training session (as a test administrator device). The iPad or Chromebook should be updated to a supported version of the operating system (please refer to the [Supported Browser](#) page on the alohahsap.org website). The current version of the CAI secure browser should be downloaded **prior** to the training. The current year Secure Browser can be downloaded from the [Secure Browsers](#) page on the alohahsap.org website. In addition, please have the 10-digit SSID number(s) and first name(s) of student(s) who will be participating in the HSA-Alt assessments.

If you have any questions, please contact Elaine Lee, Test Development Specialist, Assessment Section, at (808) 307-3636 or via elaine.lee@k12.hi.us

CT:el

c: Assessment and Accountability Branch