



STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

December 19, 2022

ATTENTION REQUIRED
Due Date: January 13, 2023

TO: Deputy Superintendents
Complex Area Superintendents
Hawaii State Public Charter School Commission Executive Director
Principals (All)
Public Charter School Directors (All)
Special Education Department Heads
Student Service Coordinators
Special Education Teachers
HSA-Alt Test Administrators

FROM: Cara Tanimura 
Interim Assistant Superintendent

SUBJECT: Hawaii State Assessment-Alternate Test Administrator Training

The Assessment Section, in the Office of Strategy, Innovation and Performance, will provide in-person training for Hawaii State Assessment-Alternate (HSA-Alt) Test Administrators in January 2023. All new HSA-Alt Test Administrators are required to attend this one-day in-person training, and it is highly recommended for returning HSA-Alt Test Administrators to attend the training. Special Education Department Heads, Student Service Coordinators, and district and complex area staff are also invited to attend the HSA-Alt Test Administrator Training based on space availability.

HSA-Alt Test Administrator Training Topics will include:

- HSA-Alt Participation Guidelines
- HSA-Alt Range Performance Level Descriptors
- HSA-Alt Summative Assessment Test Design
- HSA-Alt Summative Assessment Universal Tools and Accommodations
- HSA-Alt Summative Assessment Test Administration
 - Early Stopping Rule
 - Code of Conduct
 - Learner Characteristic Inventory and Hawaii Observational Ratings
 - Paper Form Test administrations
- HSA-Alt Classroom Embedded Assessment Test Design, Test Administration and Usage

HSA-Alt Test Administrator Training Dates and Locations

Date	District	Time	Location
January 19, 2023 (Thursday)	Hawaii - Kona	9:00 am - 3:00 pm	Outrigger Kona Hotel
January 20, 2023 (Friday)	Hawaii - Hilo	9:00 am - 3:00 pm	Hilo Hawaiian Hotel
January 23, 2023 (Monday)	Kauai	9:00 am - 3:00 pm	Kauai Beach Hotel
January 24, 2023 (Tuesday)	Maui/Hana	9:00 am - 3:00 pm	King Kamehameha Golf Course
January 26, 2023 (Thursday)	Leeward/Charter	9:00 am - 3:00 pm	KROC Center Hawaii
January 27, 2023 (Friday)	Honolulu/Molokai/Lanai	9:00 am - 3:00 pm	Japanese Cultural Center
January 30, 2023 (Monday)	Windward/Central	9:00 am - 3:00 pm	Ko'olau Ballrooms and Conference Center

Participants are to attend the scheduled in-person training for their school's district. Molokai and Lanai residents are encouraged to register for the training session in Honolulu on January 27, 2023. The Assessment Section will arrange the flight and airport shuttles for the confirmed participants from Lanai and Molokai. Training sessions begin promptly at 9:00 a.m. and end at 3:00 p.m. Continental breakfast and lunch will be provided.

Registration Information

The online registration form for each training may be accessed at <https://tinyurl.com/HSA-Alt-TA-Training>. The registration is due on January 13, 2023. All registrants will receive an automated email that verifies the online application has been successfully completed. Completing the online registration form does not guarantee participation. If an automated confirmation of registration email is not received within 24 hours of submission of the online registration form, contact Emily MacGillivray at Cambium Assessment, Inc. (CAI), by email at emily.macgillivray@cambiumassessment.com.

Approved registrants will receive a second email confirming acceptance with further details on the specific training session schedule and any last-minute logistics.

Substitute Provision

The Assessment Section will cover the cost of a substitute teacher for a participant who needs one. To receive a subcode, please submit the Substitute Request Form at <https://tinyurl.com/subcoderequestform>.

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What to Bring

Each participant should bring one student device such as an iPad, Chromebook, or other device used by the student during test administration of the HSA-Alt, and one computer as a test administrator device. Both devices should be fully charged.

All devices should be updated to a supported version of the operating system on the [Supported Browser](#) page on the alohahsap.org website. The current version of the CAI secure browser should be downloaded to the student's device 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 the student(s) who will be participating in the HSA-Alt assessments.

For additional information, please contact Hwa Hee Sohn, Test Development Specialist, Assessment Section, via email at Hwa_Hee.Sohn@k12.hi.us or by phone at 808-307-3636.

CT:hs

c: Assessment and Accountability Branch