Hawai'i State Alternate Assessments

Quick Start Guide to the Online HSA-Alt Training Test

Updated December 4, 2023

Cambium Assessment

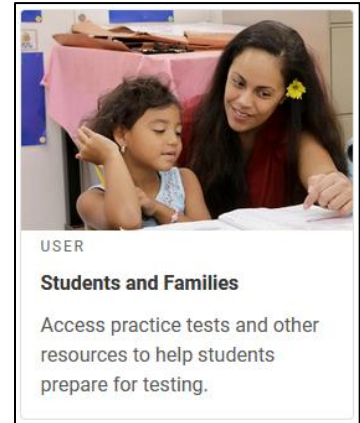# Accessing the HSA-Alt Training Test using a Web Browser (Firefox, Chrome, Safari) on a Desktop/Laptop/iPad

NOTE: If you will be using the Secure Browser on an iPad, please follow the initial steps shown starting on page 7 of this document, before beginning the login process.
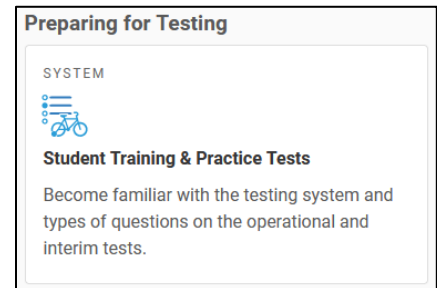
1. Navigate to the HSA-Alt Portal (https://hsa-alt.alohahsap.org/).

   NOTE: be sure pop-ups are enabled on your web browser (see your browser's content settings to enable pop-ups).

2. Select *Students and Families.*

3. Select *Student Training & Practice Tests.*
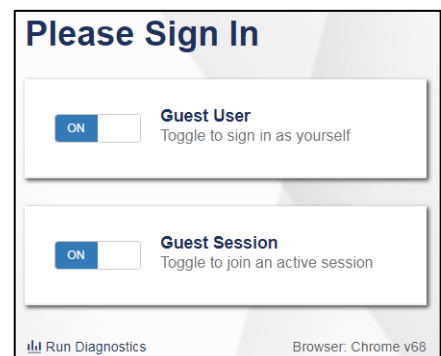
HSAP Portal User Cards

USER

Students and Families

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

HSAP Portal System Cards

Preparing for Testing

SYSTEM

Student Training & Practice Tests

Become familiar with the testing system and types of questions on the operational and interim tests.

Overview of the Student Sign-In Process

Sign In

Sign In Page

1. You will be logging in as a "Guest".

   - Leave the check marks where you see *Guest User* and *Guest Session*. The text entry boxes will have the word "Guest" pre-populated in them.
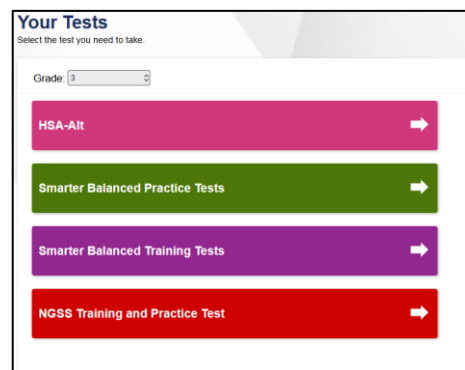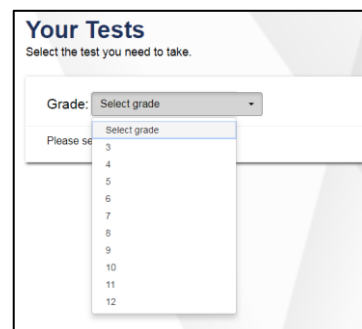
   - Click on **Sign In**

Please Sign In

ON **Guest User** Toggle to sign in as yourself

ON **Guest Session** Toggle to join an active session

Run Diagnostics   Browser: Chrome v68
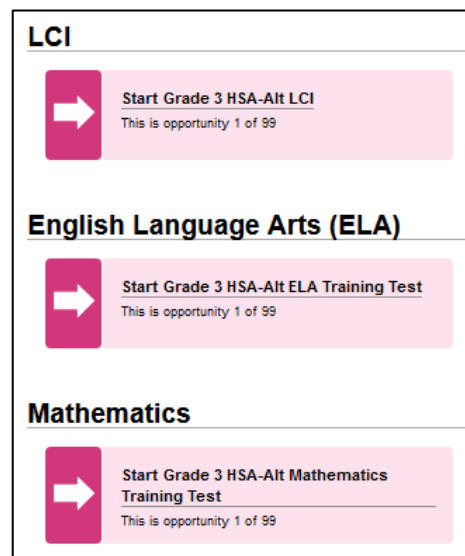
Sign In

Select a Grade and Test Category

2. Select a testing grade using the drop-down menu.

3. Select the *HSA-Alt* (pink) test category banner.
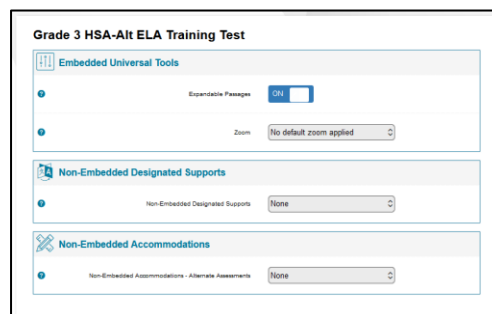
Select an Available Test

4. Select the button for a test.

Choose Settings

5. You may select a *Zoom* level, if needed. Then, click on **Select**.

    -   Be aware that selecting a higher Zoom level will require scrolling to view all of the information on the screen.

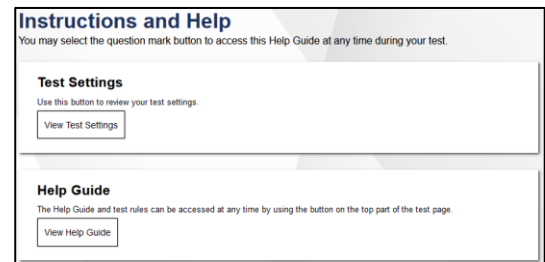**Audio Playback Check (required step for content area training tests)**

6. Verify that students can hear the sample audio by clicking the 'ear' button.

   - 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**. Enable the necessary sound level in your computer's settings and try to play the sample sound again until desired level is achieved**.** Additional audio troubleshooting may be needed.

Instructions and Help

7. On the *Instructions and Help* page, click the **Begin Test Now** button. The first item of the training test appears.
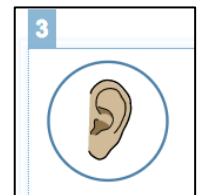
Navigating Through the Testing Interface

To Administer a Test Item

1. Each item requires students to listen to audio narration. Each answer option also provides audio. To listen to test content:

   - To listen to a passage, select (ear) beside the passage.

   - To listen to a question, select (ear) beside the question.

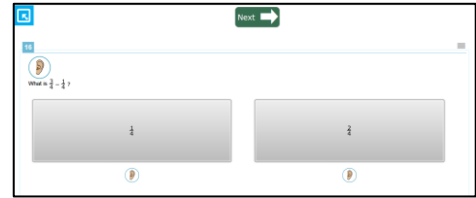   - To listen to an answer option, select (ear) below an answer option.

Responding to Items

2. Once the question and answer options are read aloud, the student can select the answer option they believe is the answer, by clicking (or touching on an iPad) on the option card they choose.

    - If a student is unable to click or touch on the answer, he or she can indicate the response to the Test Administrator or parent and that person may click on the option card for them.

    - Once the student has responded, click the green "Next" button at the top to move to the next item.
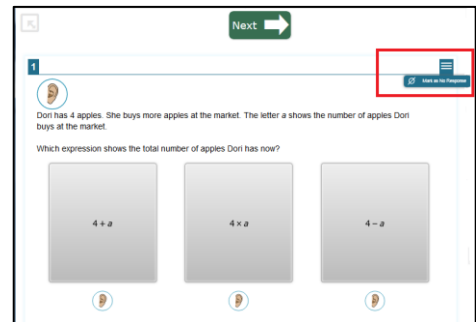
Recording a No Response

3. If a student does not respond to an item the Test Administrator or parent should use the item context menu to record a No Response for the item.

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

    - Select the "Mark as No Response" option from the drop-down list.

    - A pop-up box will appear asking the Test Administrator to confirm the selection of a No Response for the item. Click **Yes**.

    - The item will appear disabled and an item badge will appear to indicate the "Mark as No Response" option was used for the item.
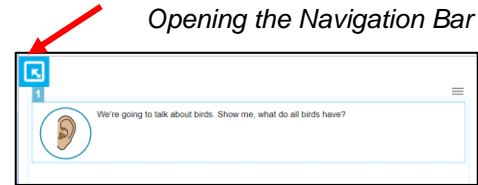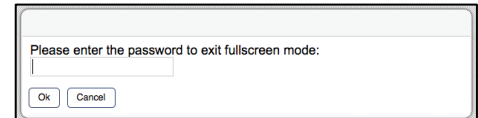
Opening the Navigation Bar

4. 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.

   Entering the Password

   - The password you need to enter in the pop-up window is *GUEST.*

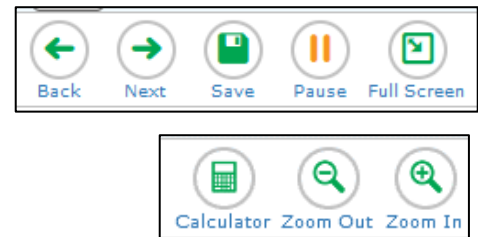   - Then, click **Ok.**

Using the Navigation Bar

The Navigation Bar

5. The options in the Navigation bar allow you to

   - Go to the next item

   - Pause the test

   - Go back to the **Full Screen** mode (this will hide the Navigation Bar again

   - Access the Zoom tool (all tests)

   - Access the Calculator (Math tests)

   If the student can navigate through the test, independently, it is recommended that you hide the Navigation bar by clicking on the **Full Screen** icon.
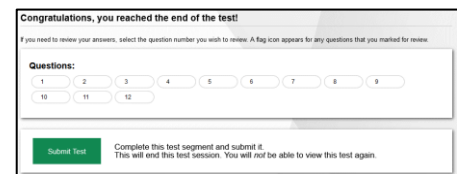
   If the Test Administrator or parent will be navigating for the student, there is no need to close the Navigation bar.

Ending a Training Test
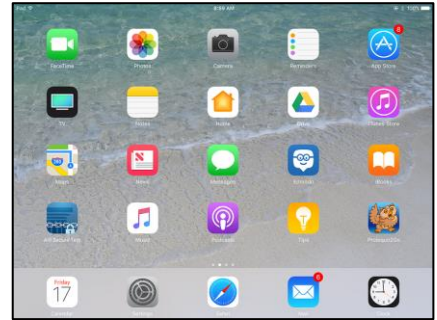
Ending a Test

6. Once the student answers the last training test item and clicks the "Next" button, they will be taken to a page to complete and submit their test.

7. Click on "Submit Test" to end the training test session.

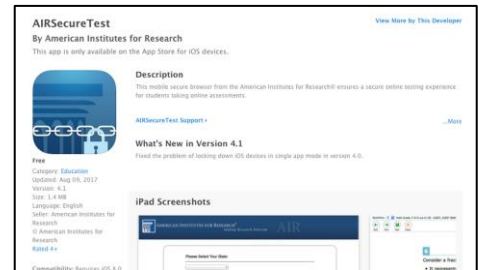# Accessing the HSA-Alt Training Test Using the Secure Browser on an iPad

The HSA-Alt is usually administered using an iPad interface. To use an iPad instead of a computer, follow these instructions and then go back to **Overview of the Student Sign-In Process** on page 2 of this document (above).

Download the Secure Browser Application

SecureTest Browser in Apple Store

1. The **SecureTest** application is a free secure browser that can be downloaded on your iPad from the Apple App Store.

   - NOTE: The HSA-Alt portal website includes information on the most current iOS operating systems and secure browser version needed to assure correct testing environment.
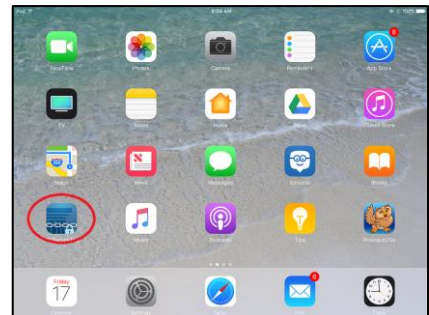
Launch the SecureTest Browser from Your Screen

Launch the Browser

2. Launch the SecureTest browser from your iPad by locating the application icon and tapping.

Select the Testing State
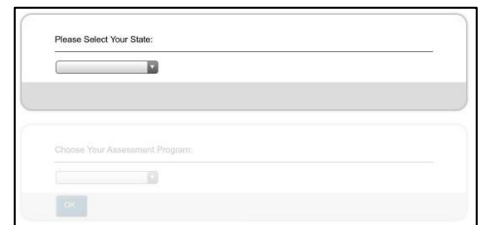
Select Your State Page

3. If prompted, choose your state ("Hawaii") and your assessment program ("Hawaii Statewide Assessments"). The Hawaii student login page for live testing will appear.

Finding the Practice and Training Site

4. Underneath the Please Sign In section, you will see a link on the bottom left of the screen that reads, **"Go to the Practice Test Site".** Click on this link to get to the Hawaii Practice and Training Site login page.

    - You may then go back to the **Overview of the Student Sign-In Process** section of this guide on page 2 and follow the instructions listed.

Confirm App Self-Lock

Confirm App Self-Lock

5. Note: there will be one additional step to take when you log in using an iPad.

    - On iPads, you will be prompted to enable Automatic Assessment Configuration by tapping "Yes" in the **Confirm App Self-Lock** pop-up message that appears on screen during the sign-in process. Click **Yes** to enable the secure browser app to use self-lock.

    - This is a required step to access the HSA-Alt Training Tests. You must click **Yes** in order to proceed to the selected training test.