



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

November 1, 2021

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

FROM: Cara Tanimura *Cara Tanimura*
Interim Assistant Superintendent

SUBJECT: Quality Assurance and Assessment Monitoring Site Visits

The Assessment Section conducts annual Quality Assurance (QA) and Assessment Monitoring site visits to ensure test administration integrity, improve school guidance and support, and to comply with United States Department of Education requirements for statewide testing. Site visits allow Assessment Section staff and designees to meet with school-level staff who coordinate and administer Hawaii's statewide assessments.

The purpose of QA site visits is to identify and discuss best practices and areas in need of support in coordination and administration of statewide assessments. QA site visits are informational in nature and provide opportunities for Assessment Section staff and designees to assess the effectiveness of training materials and to obtain feedback on how support may be improved. Feedback and shared best practices are welcome as this input can then be used in future training and guidance materials so that others may benefit from the information shared. QA site visits also provide the opportunity for school-level staff members to develop clarity about statewide testing requirements and to effectively plan for implementation.

A QA site visit may occur at any time during the school year. Schools are selected for QA site visits randomly or based upon prior test administration practices that have been noted for exceptionality. The principal is notified that their school has been selected for a QA site visit and an Assessment Section staff member works with the school test coordinator to plan the visit. A summary of the QA site visit is made available to the principal upon request.

In order to ensure that all statewide assessments are being administered appropriately to all students, including those with an IEP/504 plan, the provision of designated supports and accommodations are monitored during test administration. The Assessment Section conducts annual Assessment Monitoring Site Visits during statewide assessment test windows. These visits allow the Assessment Section staff or designee to observe live test administrations and to gather information from school test coordinators about state assessment administration training, management, and practices. These visits provide an opportunity for the Assessment Section staff or designee to view the testing process in action as well as to identify practices and policies where improvements can be made. The information gathered during these visits is used to improve the testing experience of all those involved, to ensure the equity of access to statewide assessments, and to ensure the validity and reliability of the assessment results.

During Assessment Monitoring Site Visits, an Assessment Section staff member or designee observes the extent to which school practices align with state assessment policies and guidance. For example, monitors will note whether:

- all cell phones and other electronic devices are stored in a secure location and not accessed at any time by students or adults during testing;
- bulletin boards, posters, and other materials containing content-related information are not visible in the testing room;
- students are properly seated in the testing room and engaged in the testing process;
- test administrators are following guidance provided in the Test Administration Manual (e.g., reading the appropriate test directions);
- documentation exists of test administrator/proctor trainings such as sign-in sheet lists indicating dates and time of the trainings;
- students who require test accommodations are provided those accommodations;
- students who require designated supports (or other accessibility features, e.g., administrative considerations for the WIDA ACCESS) are provided those supports;
- test administrators and proctors do not interfere with or prompt student responses in any manner;
- test administrators and proctors do not restrict student progress during test sessions (i.e., students should not be told to answer only a limited number of questions within a test session);
- test administrators and proctors actively engage in monitoring of students during testing;
- test administrators properly distribute, collect, and store secure test materials, such as test tickets and scratch paper;
- remote test administration sessions are properly set up and students have secondary electronic devices in place to record the test session; and
- remote test administration sessions are properly conducted, with both audio and video enabled on both the test administrator and student devices.

Schools are selected for Assessment Monitoring Site Visits based upon several factors. Some schools are selected randomly while others are selected based upon test administration concerns noted in prior years. Since any school may be selected for a site visit, all public and public charter schools should anticipate the presence of an assessment monitor during the administration of the Smarter Balanced, HSA-Alt, HSA Science (NGSS), Biology 1 EOC Exam, KĀ'EO, The ACT, and the WIDA ACCESS for ELLs assessments at any time during the

respective testing windows (including the remote administration of assessments, if applicable). Assessment Monitoring Site Visits may be unannounced or arranged with minimal lead time to ensure that typical test practices are observed, which will be used to improve test coordinator and test administrator trainings and materials. A summary of the site visit will be made available to the principal upon request.

In light of the COVID-19 pandemic, Quality Assurance and Assessment Monitoring Site Visits will be conducted following all Department and school safety protocols. In order to accommodate schools that are utilizing alternate schedules (such as hybrid learning or A/B schedules for testing), it is requested that schools who receive a request to submit their testing schedules submit them as soon as possible so the Assessment Section staff and designees can plan accordingly.

If you have any questions, please contact Bruce Hirotsu, Assessment Section, at (808) 307-3636 or via email at bruce.hirotsu@k12.hi.us.

CT:bh

Attachment – Hawaiian version

c: Assessment and Accountability Branch



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

Lā 1 o Nowemapa 2021
November 1, 2021

I: Hope Luna Ho'ona'auao
TO: (Deputy Superintendent)
Nā Po'o Kalana Kula
(Complex Area Superintendents)
Luna Kula Ho'āmana
(Public Charter School Executive Director)
Nā Po'okumu
(Principals - All)
Nā Po'okula omg Ho'āmana
(Public Charter School Directors - All)
Nā Luna Alaka'i Hō'ike
(Test Coordinators - All)

MAIĀ: Cara Tanimura
FROM: Lalo Hope Ho'ona'auao Kūikawā
(Interim Assistant Superintendent)

KUMUHANA: **No Nā Kipa Kula 'Ana No Ka Hō'ōia I Ka Pono O Ka Hō'ike**
SUBJECT: **Quality Assurance and Assessment Monitoring Site Visits**

I kēlā me kēia makahiki, kipa ke Ke'ena Hō'ike i ke kahua kula, ma ke 'ano he kahu nānā, e hō'ōia ai i ka pono o nā hō'ike a me ka pono o ka mālama hō'ike, e ho'okā'oi ai i ke alaka'i a me ke kāko'o 'ana i nā kula a e hahai ai i nā koina o ka 'Oihana Ho'ona'auao o 'Amelika Hui PŪ 'Ia no nā hō'ike moku'āina. He mea ke kipa 'ana i nā kula e hālāwai ai nā limahana Ke'ena Hō'ike a hoa kāko'o paha me nā limahana kula na lākou e ho'olālā a alaka'i ho'i i nā hō'ike moku'āina no Hawai'i.

The Assessment Section conducts annual Quality Assurance (QA) and Assessment Monitoring site visits to ensure test administration integrity, improve school guidance and support, and to comply with United States Department of Education requirements for statewide testing. Site visits allow Assessment Section staff and designees to meet with school-level staff who coordinate and administer Hawaii's statewide assessments.

‘O ke kumu o ia mau kipa ‘ana, ‘o ia ho‘i ka ho‘omaopopo a kūkā ‘ana no nā hana ‘oi a me nā mea e ho‘oikaika ai ma ka ho‘olālā a me ke alaka‘i ‘ana i nā hō‘ike moku‘āina. Ma o kēia mau kipa ‘ana e loa‘a mai ai ka ‘ikepili e hō‘oia ai nā limahana Ke‘ena Hō‘ike a me nā hoa kāko‘o i ke kūpono o nā ha‘awina a‘oa‘o a e ‘ike ai ho‘i i ke ala e ‘oi aku ai ke kāko‘o. Mahalo ‘ia nā mana‘o a pau ‘oiai he mea kēia e ikaika a‘e ai nā ha‘awina a‘oa‘o no nā kumu i kēia mua aku. Ma o ke kipa ‘ana i nā kula e ho‘onui ‘ike ai nā limahana kula i nā mea a pau e pono ai ka mālama ‘ana i nā hō‘ike moku‘āina.

The purpose of QA site visits is to identify and discuss best practices and areas in need of support in coordination and administration of statewide assessments. QA site visits are informational in nature and provide opportunities for Assessment Section staff and designees to assess the effectiveness of training materials and to obtain feedback on how support may be improved. Feedback and shared best practices are welcome as this input can then be used in future training and guidance materials so that others may benefit from the information shared. QA site visits also provide the opportunity for school-level staff members to develop clarity about statewide testing requirements and to effectively plan for implementation.

Hiki ke kipa ‘ia ke kula ma nā wā like ‘ole o ka makahiki kula. Pono koho ‘ia nā kula e kipa ‘ia ana a i ‘ole koho ‘ia nā kula no nā ku‘ia i kupu a‘e ma ke alaka‘i ‘ia o nā hō‘ike ma nā makahiki i hala. Ho‘omaopopo ‘ia ke po‘okumu no ka wae ‘ia o ke kula no ke kipa ‘ana a ho‘olālā pū kekahi limahana Ke‘ena Hō‘ike me ka Luna Alaka‘i Hō‘ike o ia kula no ke kipa ‘ana. Hiki ke ho‘ouna ‘ia he hō‘ulu‘ulu e pili ana i nā mea i hana ‘ia a ‘ike ‘ia ho‘i i loko o ke kipa ‘ana inā noi mai ke po‘okumu.

A QA site visit may occur at any time during the school year. Schools are selected for QA site visits randomly or based upon prior test administration practices that have been noted for exceptionality. The principal is notified that their school has been selected for a QA site visit and an Assessment Section staff member works with the school test coordinator to plan the visit. A summary of the QA site visit is made available to the principal upon request.

I mea e hō‘oia ai i ke alaka‘i kūpono ‘ia o nā hō‘ike moku‘āina no nā haumāna a pau, a no nā haumāna IEP/504 pū nō ho‘i, nānā pono ‘ia nā lolina kōkua a pau ma ka wā hō‘ike. I kēlā me kēia makahiki, kipa ke Ke‘ena Hō‘ike i nā kula i loko o ka wā hō‘ike. Ma o kēia mau kipa ‘ana e kaulona ai nā limahana Ke‘ena Hō‘ike a hoa kāko‘o paha i ka mālama ‘ia o ka hō‘ike a e hō‘ili‘ili ai ho‘i i ka ‘ikepili mai nā luna alaka‘i hō‘ike e pili ana i ke a‘oa‘o ho‘omākaukau, ka mālama, a me nā hana a pau i pili i nā hō‘ike moku‘āina. Ma o kēia mau kipa ‘ana e ‘ike maka ai nā limahana Ke‘ena Hō‘ike a hoa kāko‘o paha i ke ka‘ina hana o ke alaka‘i hō‘ike ‘ana ma ia wā nō a e ho‘omaopopo ai ho‘i i nā hana a me nā kulekele e ho‘oikaika ai. He mea kēia ‘ikepili i hō‘ili‘ili ‘ia ma ke kipa ‘ana e ho‘okā‘oi ai i ke ‘ano o ka hana hō‘ike ‘ana no nā kākana a pau, e hō‘oia ai i ke kaulike o ka hiki ke komo ‘ia ka hō‘ike moku‘āina, a e hō‘oia ai ho‘i i ka ‘oia‘i‘o a me ka pono o nā kaha hō‘ike.

In order to ensure that all statewide assessments are being administered appropriately to all students, including those with an IEP/504 plan, the provision of designated supports and accommodations are monitored during test administration. The Assessment Section conducts annual Assessment Monitoring Site Visits during statewide assessment test windows. These visits allow the Assessment Section staff

or designee to observe live test administrations and to gather information from school test coordinators about state assessment administration training, management, and practices. These visits provide an opportunity for the Assessment Section staff or designee to view the testing process in action as well as to identify practices and policies where improvements can be made. The information gathered during these visits is used to improve the testing experience of all those involved, to ensure the equity of access to statewide assessments, and to ensure the validity and reliability of the assessment results.

Ma ke kipa 'ana, e kaulona ana kekahi limahana Ke'ena Hō'ike a i 'ole hoa kāko'o paha i ka nui o ke kaulapa 'ana o kā ke kula hanana i kā ka moku'āina kulekele a a'oa'o ho'i e pili ana i ka mālama 'ana i nā hō'ike. E maka'ala ana paha nā mea kipa i kēia mau mea:

During Assessment Monitoring Site Visits, an Assessment Section staff member or designee observes the extent to which school practices align with state assessment policies and guidance. For example, monitors will note whether:

- ho'oka'awale 'ia nā kelepona pa'a lima a me nā 'enehana 'ē a'e ma kahi palekana a 'a'ole ho'ohana 'ia e nā haumāna a i 'ole nā mākua ma ka manawa hana hō'ike;
 - *all cell phones and other electronic devices are stored in a secure location and not accessed at any time by students or adults during testing;*
- 'a'ohe papa hō'ike'ike, pelaha, a mea kāko'o hou aku me ka 'ike ma'i'o ma ka lumi hana hō'ike;
 - *bulletin boards, posters and other materials containing content-related information are not visible in the testing room;*
- ho'onohonoho kūpono 'ia nā haumāna ma ka lumi hana hō'ike a komo piha lākou i ka hana hō'ike;
 - *students are properly seated in the testing room and engaged in the testing process;*
- hahai nā kumu alaka'i hō'ike i ke a'oa'o i palapala 'ia ma ka Palapala Alaka'i Hō'ike (i la'ana, ka heluhelu 'ana i nā 'ōkuhi hō'ike);
 - *test administrators are following guidance provided in the Test Administration Manual (e.g., reading the appropriate test directions);*
- mālama 'ia nā palapala kāko'o no nā hālāwai ho'onui 'ike no nā kumu alaka'i hō'ike, e like me ka papa kāinoia i lepili 'ia me ka lā a me ka hola o ka hālāwai;
 - *documentation exists of test administrator/proctor trainings such as sign-in sheet lists indicating dates and time of the trainings;*
- ho'olako 'ia nā haumāna i nā lolina kōkua pae ki'ieki'e e pono ai;
 - *students who require test accommodations are provided those accommodations;*
- ho'olako 'ia nā haumāna i nā lolina kōkua pae ha'aha'a e pono ai;
 - *students who require designated supports (or other accessibility features, e.g., administrative considerations for the ACCESS for ELLs) are provided those supports;*
- 'a'ole komo hewa nā kumu alaka'i hō'ike i kā ka haumāna hana 'ana i ka hō'ike;
 - *test administrators and proctors do not interfere with or prompt student responses in any manner;*
- 'a'ole kaupalena nā kumu alaka'i i kā ka haumāna holomua 'ana ma ka manawa hana hō'ike (i la'ana, 'a'ole koi 'ia ka haumāna e pane i kekahi heluna kiko'i o nā nīnau ma

- ka manawa hana hō'ike);
 - o *test administrators and proctors do not restrict student progress during test sessions (i.e., students should not be told to answer only a limited number of questions within a test session);*
- komo piha nā kumu alaka'i hō'ike i ka maka'ala 'ana i nā haumāna ma ka manawa hana hō'ike;
 - o *test administrators and proctors actively engage in monitoring of students during testing;*
- Kāka'ahi, 'ohi'ohi, a mālama kūpono nā kumu alaka'i hō'ike i nā pono hana hō'ike a pau, e la'a me ka likiki hana hō'ike a me ka pepa kahakaha;
 - o *test administrators properly distribute, collect, and store secure test materials, such as test tickets and scratch paper;*
- ho'onohonoho pono 'ia ka mālama 'ia o ka hō'ike ma kahi 'ē a loa'a i nā haumāna he 'enehana ka'awale no ka ho'olele 'īwā 'ana i ka wikiō a me ka leo i ka manawa hana hō'ike 'ana me ke kumu; a
 - o *remote test administration sessions are properly set up and students have secondary electronic devices in place to record the test session; and*
- mālama a alaka'i kūpono 'ia nā hō'ike e mālama 'ia ana ma kahi 'ē, a ho'olele 'ia ka wikiō a me ka leo ma ko ke kumu alaka'i hō'ike 'ao'ao a ma ko ka haumāna 'ao'ao kekahi.
 - o *remote test administration sessions are properly conducted, with both audio and video enabled on both the test administrator and student devices.*

Koho 'ia nā kula e kipa 'ia ana no ka hō'ioia 'ana i ka mālama hō'ike pono 'ana no nā kumu like 'ole. Pono koho 'ia kekahi mau kula a i 'ole koho 'ia nā kula no nā ku'ia i kupu a'e ma ke alaka'i 'ia o nā hō'ike ma nā makahiki i hala, 'Oiai hiki ke koho 'ia nā kula like 'ole a pau no ke kipa 'ia 'ana, e maka'ala a ho'omākaukau nō ho'i nā kula aupuni a me nā kula ho'āmana i ke kipa 'ia i loko o ka wā hō'ike no ka Smarter Balanced, HSA-Alt, HSA Science (NGSS), Biology 1 EOC Exam, KĀ'EO, ka ACT, a me ka ACCESS no nā hō'ike ELLs ma nā wā like 'ole a pau o ka wā hana hō'ike (pēlā ho'i no nā hō'ike e mālama 'ia ana i kahi 'ē, inā pili). Ho'olālā wikiwiki 'ia paha kēia mau kipa kula 'ana a 'a'ole paha ho'oka'a'ike 'ia nā kipa 'ana i mea e mālama 'ia ai ke 'ano kūmau a ma'amau ho'i o ka mālama hō'ike 'ana a ke kahu e kaulona aku ai, a e ho'ohana 'ia ia mau 'ike no ka ho'oikaika 'ana i ke a'oa'o ho'omākaukau a me nā ha'awina a'oa'o no nā luna alaka'i hō'ike a me nā kumu alaka'i hō'ike. Hiki ke ho'ouna 'ia he hō'ulu'ulu e pili ana i nā mea i hana 'ia a 'ike 'ia ho'i i loko o ke kipa 'ana inā noi mai ke po'okumu.

Schools are selected for Assessment Monitoring Site Visits based upon several factors. Some schools are selected randomly while others are selected based upon test administration concerns noted in prior years. Since any school may be selected for a site visit, all public and public charter schools should anticipate the presence of an assessment monitor during the administration of the Smarter Balanced, HSA-Alt, HSA Science (NGSS), Biology 1 EOC Exam, KĀ'EO, The ACT, and the ACCESS for ELLs assessments at any time during the respective testing windows (including the remote administration of assessments, if applicable). Assessment Monitoring Site Visits may be unannounced or arranged with minimal lead time to ensure that typical test practices are observed, which will be used to improve test coordinator and test administrator trainings and materials. A summary of the site visit will be made available to the principal upon request.

Deputy Superintendent, et al.

November 1, 2021

Page 5

I loko o kēia wā o ka ma'i ahulau COVID-19, e mālama a hahai 'ia nā ki'ina hana ho'opalekana a pau a ka 'Oihana a me ke kula ma ka hō'ōia 'ana i ka pono o ka hō'ike a me ke kahu 'ana ma ke kipa 'ana i nā kula. I mea e kāko'o ai i nā kula e mālama ana i nā papa kuhikuhi 'oko'a (e la'a: ke kelea'o me ka hō'ea kino a i 'ole he papa manawa A/B no ka hana hō'ike), ke noi 'ia nei nā kula e ho'ouna koke mai i nā papa manawa hō'ike e hiki ai i nā limahana Ke'ena Hō'ike a me nā hoa kāko'o ke ho'olālā pono i ke kipa 'ana.

In light of the COVID-19 pandemic, Quality Assurance and Assessment Monitoring Site Visits will be conducted following all Department and school safety protocols. In order to accommodate schools that are utilizing alternate schedules (such as hybrid learning or A/B schedules for testing), it is requested that schools who receive a request to submit their testing schedules submit them as soon as possible so the Assessment Section staff and designees can plan accordingly.

Inā he nīnau, e kelepona iā Bruce Hirotsu, Ke'ena Hō'ike, ma (808) 307-3636 a i 'ole leka uila iā bruce.hirotsu@k12.hi.us

If you have any questions, please contact Bruce Hirotsu, Assessment Section, at (808) 307-3636 or via email at bruce.hirotsu@k12.hi.us.

CT:bh

c: Assessment and Accountability Branch