



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

Lā 29 o Iune 2022
June 29, 2022

I: Hope Luna Ho'ona'auao
TO: (Deputy Superintendent)
Nā Po'o Kalana Kula
(Complex Area Superintendents)
Luna Kula Ho'āmana
(Hawai'i State Public Charter School Commission Executive Director)
Nā Po'okumu
(Principals - All)
Nā Po'okula 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 o ke Ke'ena Ka'akālai, Ho'oholomua, a Ho'okō 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 kākō'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 kākō'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 of the Office of Strategy, Innovation and Performance 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 the Assessment Section staff and designees to meet with school-level staff who coordinate and administer Hawai'i's statewide assessments.

No ke Kipa 'ana i ke Kahua Kula e Hō'ōia ai i ka Pono o ka Hō'ike
Quality Assurance (QA) Site Visit

- Hō'ōia a kūkā no nā hana 'oi a me nā māhele e pono ai ke kākō'o ma ka ho'olālā a mālama 'ana i nā hō'ike moku'āina.

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

- *Identify and discuss best practices and areas in need of support in the coordination and administration of statewide assessments.*
- Ma o kēia mau kipa 'ana e loa'a mai ai ka 'ikepili e hō'ōia 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.
 - *Are informational in nature and provide opportunities for the 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.*
- 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.
 - *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 will be available to the principal upon request.

No ke Kahu Hō'ike 'ana ma nā Kahua Kula Assessment Monitoring Site Visits

I mea e hō'ōia 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.

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 is monitored during test administration. The Assessment Section conducts annual Assessment Monitoring Site Visits during statewide assessment test windows.

Ma o kēia mau kipa 'ana:

The Assessment Monitoring Site Visits provide opportunities to:

- e kaulona ai 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.
 - *Observe live test administrations and gather information from school test coordinators about state assessment administration training, management, and practices.*
- e 'ike maka ai 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 kānaka a pau, e hō'ioia ai i ke kaulike o ka hiki ke komo 'ia ka hō'ike moku'āina, a e hō'ioia ai ho'i i ka 'oia'i'o a me ka pono o nā kaha hō'ike.

- *View the testing process in action as well as 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 limahana Ke'ena Hō'ike a me nā hoa kāko'o 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. The Assessment Section staff member of designee will monitor 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 kāinoa 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 ko'iko'i 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 (a i 'ole nā lolina kōkua 'ē a'e, e la'a me ka WIDA ACCESS);
 - *students who require designated supports (or other accessibility features, e.g., administrative considerations for the WIDA ACCESS) 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);
 - *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;
 - *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;
 - *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
 - *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.
 - *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, Biology 1 EOC Exam, KĀ'EO, ka ACT, a me ka WIDA 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 on several factors. Some schools are selected randomly while others are selected based on 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, 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.

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'oiā '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), e ho'ouna koke mai nā kula 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, QA 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), identified schools should submit their testing schedules 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: Hawai'i State Public Charter School Commission
Assessment and Accountability Branch