




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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

December 2, 2016

TO: Deputy Superintendent
Complex Area Superintendents
State Public Charter School Executive Director
Principals
Public Charter School Directors

FROM: Tammi Chun 
Assistant Superintendent

SUBJECT: **Hawaii State Alternate Assessments (HSA-Alt) Training Sessions for New Test Administrators**

The Assessment Section in the Office of Strategy, Innovation and Performance has scheduled training sessions for the 2016-17 Hawaii State Alternate Assessments (HSA-Alt). These one-day training sessions are intended for:

1. Special education teachers who will administer for the first time the HSA-Alt to students with significant cognitive disabilities; and
2. Complex area support team members who provide assistance to the special education teachers who administer the HSA-Alt.
3. Others – experienced Test Administrators and Test Coordinators of the HSA-Alt are NOT required to attend this face-to-face training, but may register and be approved on a *space-available basis*.

The purpose of this training is to prepare new HSA-Alt test administrators for the administration of the HSA-Alt assessments. The training sessions will be conducted jointly by the American Institutes for Research (AIR), the University of Hawai'i at Manoa, and the Hawai'i Department of Education Assessment Section, and will be held on various dates and at various locations throughout the state from **February 7 - 28, 2017**. All of the morning training sessions (except for the session on February 28, 2017) will focus on the strategies to develop consistent communication systems for students with severe cognitive disabilities. The afternoon sessions will focus on the procedures for administering the HSA-Alt. Participants may choose to attend either one or both sessions, to meet their own needs.

Please note, all afternoon sessions, EXCEPT on Tuesday, February 28, 2017 will focus on online test administration, using a digital interface/tablet. The full day training session on Tuesday,

February 28, will focus on administration of the HSA-Alt Paper/Pencil format exception for students who have been approved to take this version of the assessment.

Teachers who attend the afternoon training session will become certified to administer the HSA-Alt. Previously trained teachers who were Test Administrators during the spring 2016 HSA-Alt administration will NOT be required to attend one of the face-to-face training sessions for the spring 2017 HSA-Alt test administration, but may attend based on space availability. All previously trained teachers will be required to complete the Online Test Administrator Certification Course for the spring 2017 HSA-Alt administration, if they do not attend a face-to-face training session.

**Hawaii Department of Education
 HSA-Alt Training for New Test Administrators
 February 2017**

Session, Date and Time	Island	Location
HSA-Alt Online Administration Tuesday, February 7, 2017 8:00 a.m. – 3:00 p.m.	Oahu	McKinley Community School for Adults 634 Pensacola Street, Room 110 Honolulu, HI 96814
HSA-Alt Online Administration Thursday, February 9, 2017 8:00 a.m. – 3:00 p.m.	Oahu	McKinley Community School for Adults 634 Pensacola Street, Room 110 Honolulu, HI 96814
HSA-Alt Online Administration Tuesday, February 14, 2017 8:00 a.m. – 3:00 p.m.	Oahu	McKinley Community School for Adults 634 Pensacola Street, Room 110 Honolulu, HI 96814
HSA-Alt Online Administration Friday, February 17, 2017 8:00 a.m. – 3:00 p.m.	East Hawaii	Hale'olelo at UH Hilo College of Hawaiian Language, Room 112 113 Nowelo Street Hilo, HI 96720
HSA-Alt Online Administration Tuesday, February 21, 2017 8:00 a.m. – 3:00 p.m.	Oahu	McKinley Community School for Adults 634 Pensacola Street, Room 110 Honolulu, HI 96814
HSA-Alt Online Administration Thursday, February 23, 2017 8:00 a.m. – 3:00 p.m.	Maui	McKinley Community School for Adults - Maui Campus 179 West Ka'ahumanu Avenue, Annex B Kahului, HI 96732
HSA-Alt <i>Paper/Pencil Administration</i> Tuesday, February 28, 2017 8:00 a.m. – 3:00 p.m.	Oahu	McKinley Community School for Adults 634 Pensacola Street, Room 110 Honolulu, HI 96814

REGISTRATION

Special education teachers, Test Coordinators, and Complex Area Support Team members should complete the online registration form by using the link found on the HSA-Alt website home page: http://www.alohahsap.org/HSA_ALT/ by **Friday, January 13, 2017**.

Participants in East Hawaii (Hilo), Maui, and Oahu are to register for the training session in their location. Kauai, Hana, Lanai and Molokai participants may register for the session of their choice that will be held either at the McKinley Community School for Adults in Honolulu or at the Maui McKinley Community School for Adults in Kahului. West Hawaii participants may elect to attend either a session at the McKinley Community School for Adults on Oahu or the East Hawaii session in Hilo.

Registrants will receive an automated confirmation of registration email that verifies the online registration has been successfully completed. Note: This automated message does NOT indicate confirmation of participation. If an automated email is not received within 24 hours of submission of the online registration form, contact Emily MacGillivray at the American Institutes of Research, (808) 943-3906 or by email at emacgillivray@air.org.

TEST ADMINISTRATORS for STUDENTS PARTICIPATING in the HSA-ALT ASSESSMENTS

The Assessment Section will provide substitute teachers for special education teachers who are currently scheduled to administer the HSA-Alt to students who meet the participation guidelines for the alternate assessment. HSA-Alt eligible students in Grades 3-8 and Grade 11 will participate in the assessments in ELA and Mathematics; students in Grades 4, 8, and 11 will also participate in the assessments in Science. The special education teachers of HSA-Alt eligible students in grades 3-8 and 11 will be provided a substitute teacher for either a full or half day and will use the following codes to secure a substitute:

Sub code 15654571, reason code 54

Due to the hands-on format of the training, there are a limited number of seats available at each training session location and date, so early registration is advised. Priority will be reserved for the new Test Administrators. Complex Area Support Team members and Test Coordinators are allowed to attend the training sessions if space is available and should register using the same procedures as Test Administrators.

After the online registration is processed and approved, a confirmation of participation email message will be sent to each registrant with further details about the specific training session schedule and logistics.

TRAVEL ARRANGEMENTS

Travel arrangements for confirmed participants from Kauai, West Hawaii, Hana, Lanai, and Molokai will be arranged by the Hawai'i Department of Education, Assessment Section. Participants from Kauai, West Hawaii, Hana, Lanai, and Molokai will be contacted to make travel arrangements *after* their registration has been processed and approved for the training.

DETAILS AND WHAT TO BRING TO THE SESSION (for ONLINE TEST ADMINISTRATION)

Each participant should bring one iPad (required) and one laptop computer (if possible) for use during the afternoon training session. The iPads should be updated to the operating system supported (iOS 10.0), and the current version of the AIR Secure Browser should be downloaded to the iPad prior to participation in the training session. This browser can be downloaded from the Apple App Store. To determine the correct operating system, refer to the "System Requirements for Online Testing" document in the Technology Coordinators Resources section of the www.alohasap.org web portal. In addition, please bring the 10-digit SSID number(s) and first name(s) of your student(s) who will be participating in the HSA-Alt assessments.

AGENDA

Participants may sign up for either the morning session, the afternoon session or both sessions. Morning registration is at 8:00 a.m. Afternoon registration is at 11:45 a.m.

Information presented during the February 7 – 23, 2017 morning sessions (8:30 a.m. – 11:30 a.m.) will focus on developing a consistent communication system for students with significant cognitive disabilities. Training will include:

- Developing individualized augmentative communication systems
- Establishing a reliable response
- Using technology (including, but not limited to, iPads) for Augmentative and Alternative Communication (AAC)/reliable response
- Using AAC/reliable response for academic, social, and functional skills, and for assessment
- Case study applications

Information presented during the February 7 – 23, 2017 afternoon sessions (12:00 p.m. – 3 p.m.), and the full-day session on February 28, 2017, will focus on the spring 2017 operational test administration of the HSA-Alt. Training will include:

- Participation guidelines for the Hawaii State Alternate Assessments
- Test security and ethics
- Test administration procedures
 - Setting up an online test session (EXCEPT for the February 28 training)
 - Completing the Learner Characteristics Inventory (LCI)
 - Completing the Student Placement Questionnaire (SPQ)
 - Beginning the test session
 - Administering engagement items
 - Setting up the iPad for the student (EXCEPT for the February 28 training)
 - What to do for students who cannot navigate the iPad on their own
 - Completing the test session

The training sessions will end at 3:00 p.m.

If you have any questions, please contact Carol Anton, Test Development Specialist, or Brian Reiter, Administrator, Assessment Section, at (808) 733-4100 or via Lotus Notes.

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c: Assistant Superintendents
Assessment Section