



HSA-Alt Fall 2016 Independent Field Test for Writing Test Coordinators Training

September 1, 2016



HIDOE and AIR Staff Members

Hawai'i Department of Education

Brian Reiter, Administrator, Assessment Section

Paul Dumas, Test Development Specialist, Science

Carol Anton, Test Development Specialist, ELA

Tom Saka, Director, Assessment and Accountability Branch

American Institutes for Research

David Eberhart, Director of State Programs

Emily MacGillivray, Project Coordinator



Webinar Agenda

- General description of the HSA-Alt and participation criteria for students
- The Fall 2016 Independent Field Test (IFT) for Writing
- Important dates for the HSA-Alt IFT for Writing
- TA and TC Responsibilities before, during, and after administration
 - Preparing for testing
 - Review of the online Test Delivery System



What Is the HSA-Alt?

- The Hawai'i Statewide Assessment Program includes alternate assessments (HSA-Alt) in ELA, Mathematics and Science.
- The HSA-Alt are assessments based on alternate academic achievement standards and is designed for students with significant cognitive disabilities. These standards are posted in the Test Coordinators / Test Administrators section of the HSA-Alt Resources page at alohahsap.org
- The HSA-Alt is an assessment system that can be administered online by certified Test Administrators via the online Test Delivery System.
- The HSA-Alt will typically be administered individually or in small groups, and the length of time needed for test administration varies.



Who Takes the HSA-Alt?

The Elementary and Secondary Education Act/Every Student Succeeds Act (ESEA/ESSA) and the Individuals with Disabilities Education Act (IDEA) require that states provide an alternate assessment for students with the most significant cognitive disabilities and that it be offered for each content area assessment available to the general education population.

Students with significant cognitive disabilities are individuals who display limited cognitive abilities that may be combined with physical limitations or behavioral limitations or both and who require highly specialized educational programs.

The HIDOE criteria for student participation in the HSA-Alt has not changed for 2016-2017 and is available on the HSA-Alt portal.

- ❖ The HSA-Alt must be indicated in the student's IEP for them to participate in this assessment



HSA-Alt Participation Guidelines for the IEP Team

If an IEP team is considering the use of the HSA-Alt for a student as a means of participating in the state assessment system, four participation criteria must be met.

CRITERIA	INDICATE YES OR NO
(A) The student demonstrates significant cognitive disabilities that may be combined with limited adaptive skills, physical or behavioral limitations and requires a highly specialized educational program with intensive modifications and accommodations for access to the general academic curriculum.	
(B) The student’s daily instruction on the chronologically age appropriate academic content standards and the grade level benchmarks is substantively different from that of peers without disabilities, as evidenced by the intensity of supports necessary to access the general curriculum, the content and/or complexity level of the expectations for performance, and/or the difficulty of the instructional tasks. (In some cases, students who might participate appropriately in the HSA-Alt might not have historically been involved in the grade-level general curriculum based on academic content standards and benchmarks.)	
(C) The student requires intensive direct instruction in multiple contexts to accomplish the acquisition, application, and transfer of knowledge and skills.	
(D) The student’s difficulty with the general academic curriculum demands is due to his or her significant cognitive disabilities and not to social, cultural or environmental factors; expectation of poor performance; or excessive absences.	

Three documents are provided to assist an IEP team in completing this task . The documents include the Participation Criteria Checklist, Decision Making Questions and Examples, and Decision Making Flow Chart. They can be found in the Resources section of the HSA-Alt portal at alohahsap.org.



1 to 1 iPad Project

- To promote the use of a digital interface for the assessment, the Assessment Section implemented a program supporting a one-to-one iPad project for students who have been identified in their IEPs as eligible to take the HSA-Alt.
- During the 2014-15 school year, one iPad was assigned to each eligible student in the tested grades, 3 through 8 and 11.
- This one-year program was extended, but revised during the 2015-2016 school year, to assure that each Test Administrator could receive at least one iPad for testing purposes.
- To request an iPad for a Test Administrator who will need to use an iPad during the administration of the fall 2016 online HSA-Alt Independent Field Test for Writing and spring operational HSA-Alt Assessments, TAs should contact the Assessment Section.



What is the HSA-Alt IFT for Writing?

- The Fall 2016 HSA-Alt IFT for Writing is a “special event”. It is:
 - Phase 2 of the Independent Field Test which began last spring.
 - Targeting students currently in grades 4-9 and 12.
 - Taking place in the fall 2016.
- The IFT for Writing consists of two tasks and related items in each grade band (grades 4-6, 7-9, and grade 12) that are organized with respect to both communication level AND student achievement level. Items are accessible to students with significant cognitive disabilities.
- Each item is scripted and read aloud to the student via the audio playback feature of the online Test Delivery System, and is constructed so students can respond verbally or nonverbally (TA response input, if necessary, is allowed via the online interface).
- Students will be presented approximately 16 items.
- The IFT for Writing will typically be administered individually or in small groups, and the length of time needed for test administration varies.



Who May Administer the HSA-Alt?

Personnel Who May Serve as Test Administrators for the HSA-Alt	
Personnel	Requirements
Special education teacher, including a teacher hired (full or part time) by a private recruiting agency	Must have a teacher license or credential (for Hawai'i or another state)
General education teacher (full or part time)	Must have a Hawai'i teacher license or credential
School counselor	Must have a master's degree in counseling
Instructor	Must be teaching a class independently in a content area where there is a shortage of Hawai'i licensed or credentialed teachers
Long-term substitute teacher	Not required to have a Hawai'i teacher license or credential if he or she is teaching a class independently
Identified public charter school employee	Qualified teaching staff member
District resource teacher	Hawai'i State Alternate Assessment Support Team member
Test Coordinator	Must have any one of the above requirements



Fall 2016 Testing Window

Writing (Independent Field Test)

September 26 - October 28, 2016

The Fall 2016 IFT for Writing is only available as an online test. There is no paper/pencil exception for this testing window. Students who would typically take the HSA-Alt using the paper/pencil exception do not need to participate.



Fall 2016 Tested Grades

Writing (Independent Field Test)
Grades 4-6
Grades 7-9
Grade 12

NOTE: Grade 12 students who were eligible to participate in the Spring 2016 HSA-Alt IFT for Writing, but did not complete that test form, will also be asked to complete the Spring 2016 Grade 11 test form during the Fall 2016 test window. School Test Coordinators will be contacted directly by the Assessment Section if one of their students meets this criterion.



Important Dates for the Fall 2016 Independent Field Test for Writing

Date	Event
Sept 6	TA Certification Course available online
Sept 6 - 30	New Test Administration Face-to-Face Trainings
Sept 21	HSA-Alt IFT for Writing Materials Due in Schools
Sept 26	HSA-Alt IFT for Writing testing window opens
Oct 28	HSA-Alt IFT for Writing testing window closes
By Oct 31	TAs return printed test materials to TCs



HSA-Alt IFT for Writing: Related Manuals and Guides

Fall 2016 HSA-Alt Test Coordinator Manual	This provides HSA-Alt TCs with specific information about administering the HSA-Alt Fall 2016 IFT for Writing.
Fall 2016 HSA-Alt Test Administration Manual	This manual includes information about policies and procedures for TAs, TCs, and others involved with the HSA-Alt Fall 2016 IFT for Writing.
2016-2017 HSAP TIDE User Guide	This document provides instructions on navigating and entering data into TIDE.
Fall 2016 Guide to Navigating the Online HSA-Alt Administration	This user guide provides instructions on how conduct the online HSA-Alt administration, including the TA Live Site and Student Testing Site, during the HSA-Alt Fall 2016 IFT for Writing.
Fall 2016 Test Administration Quick Start Guide	The Quick Start Guide provides a brief list of the steps needed to start an online HSA-Alt Assessment, for both TAs and students.



HSA-Alt Test Coordinator Responsibilities: Before Administration

- Review the manuals and guides on alohaahsap.org.
- Confirm that all HSA-Alt TAs are entered into TIDE as “TA” users prior to start of the testing window.
 - Please refer to the TIDE User Guide (available on alohaahsap.org) for additional information.
- Ensure all TAs are trained and certified to administer the HSA-Alt by either attending a face-to-face training session (for new HSA-Alt TAs) OR completing the online TA Certification Course (available at alohaahsap.org).



HSA-Alt Test Coordinator Responsibilities: Before Administration

- Receive and distribute printed testing materials to HSA-Alt TAs for **grades 4-6 and grades 7-9**, which have been shipped to all schools with identified HSA-Alt students. Note: There are **no** printed testing materials for **grade 12**.
 - TCs should inventory the test materials against the School Packing Lists and Teacher Security Checklists.
 - Distribute the test materials to TAs **prior** to the opening of the testing window.
 - Remind TAs to inventory the materials against the Test Kit Checklists (located inside each kit). If there is a discrepancy they must report it to you immediately.
- If you do **not** received printed testing materials for grades 4-6 and/or grades 7-9, please contact the HSAP Help Desk at 1-866-648-3712.



HSA-Alt Test Coordinator Responsibilities: Materials for the IFT

The school shipment includes the following:

- TC Kit – This kit will include a School Packing List, TC Kit Checklist, plus a Teacher Security Checklist and a TA Kit for every TA administering the HSA-Alt at the school.
- TCs should inventory the test materials against the School Packing Lists and Teacher Security Checklists.
- Distribute the test materials to TAs **prior** to the opening of the testing window.
- Remind TAs to inventory the materials against the Test Kit Checklists (located inside each kit). If there is a discrepancy they must report it to the TC immediately.
- TA Kit(s) (one per TA, per grade band) – printed manipulatives needed for online testing, and one TA Kit Checklist.



HSA-Alt Test Coordinator Responsibilities: After Administration

- Collect HSA-Alt Test Materials from TAs at the end of the test administration window and follow up on materials not submitted by the deadline (October 31st).
- Test Administrators should return **all** printed materials (printed manipulatives used for online testing) to the Test Coordinator. Physical manipulatives do not need to be returned.
- TCs are responsible for securely disposing of all HSA-Alt Test Materials at the school (via shredding or other secure disposal method). TCs **should not** return any testing materials to AIR. UPS return shipment labels will not be included with these materials when they are sent to schools.



HSA-Alt Test Administrator Responsibilities: Before Administration

- Review the manuals and guides on alohaahsap.org.
- Attend a face-to-face training session (for new TAs) OR complete the online TA Certification Course, available at alohaahsap.org.
- Gather necessary printed manipulatives for testing.
 - Printed manipulatives will be sent to your school's TC by AIR.
- Update the iPads to the most current, supported operating system (currently iOS 9.3).
- Download (or update) the AIRSecureTest application on the iPad (or other tablet device) that will be used for testing.
- Practice test administration using the TA Training Site and Student Training Site, available at alohaahsap.org.



HSA-Alt Test Administration Responsibilities: Test Administration

- Two computers or tablets are needed for test administration.
 - The TA uses a desktop, tablet, etc to access the TA Live Site to set up the test session.
 - The student uses a separate iPad (or other tablet) to log into the test delivery system, using the updated Secure Browser.
- Test sessions are created in the TA Live Site. After setting up a live test session for the field test, TAs should assist students with logging into the test delivery system on the student's iPad using the updated Secure Browser.
- Full detailed instructions about starting a test session and logging a student into the test delivery system are found in the *Fall 2016 Guide to Navigating the HSA-Alt Online Administration* manual at alohahsap.org.



HSA-Alt Test Administrator Responsibilities: Test Administration

- The Navigation Bar is hidden from students during testing but may be accessed by the TA in order to complete the following test functions:

- Administering Engagement Items or items requiring posters.
- Skipping items due to student non-response
- Pausing the test
- Ending and submitting the test



- The Navigation Bar is accessed by tapping the blue arrow in the top left corner of the iPad screen. When prompted, enter the password, which is always the **legal first name** of the student being tested.





HSA-Alt Test Administrator Responsibilities: Test Administration

- When a student reaches an item requiring the use of a **printed manipulative** (such as a poster), a stop sign will appear on their screen. The TA should collect the iPad from the student open the Navigation Bar, and tap "Next".
- If the item is an Engagement Item, instructions to administer the Engagement Item will be displayed on the screen.
- TAs should administer the item as scripted and enter a response based on the available scoring rubric options.



Please see the teacher.

Test Administrator: Select Next and administer the item.

battery



wire



light bulb



(teacher provided) (teacher provided) (teacher provided)

Say: *We're going to talk about an electric circuit. Here is a battery (indicate the battery), wire (indicate the wire), and a light bulb (indicate the light bulb). An electric circuit can be made by connecting each of these parts.*

Do: Allow the student to observe the parts of the circuit. Then record a score and continue to the next item.

- ④ Student demonstrates sustained involvement in the activity.
- ③ Student demonstrates generally maintained involvement in the activity.
- ② Student demonstrates intermittent/irregular involvement in the activity.
- ① Student demonstrates fleeting awareness of, but little/no involvement in, the activity taking place.
- Ⓝ Student does not demonstrate any awareness of the object(s) or involvement in the activity taking place or may refuse to engage in the activity at any level.



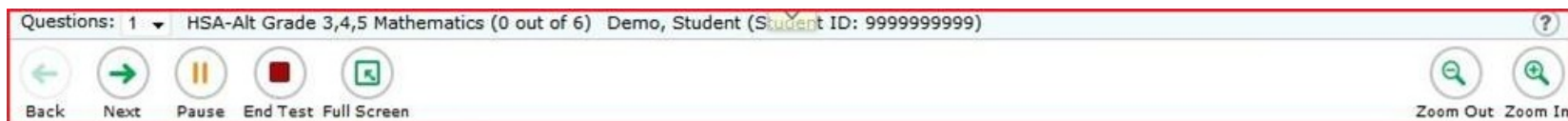
HSA-Alt Test Administrator Responsibilities: Test Administration

- If your student does not respond to an item during testing you must access the navigation bar and click on the "Next" button.
- This item will be scored as a no response. The next item will then be presented.
- Once an item has been presented to a student and a non-response has been entered, the item **cannot** be re-administered to the student.





HSA-Alt Test Administrator Responsibilities: Test Administration



- The Navigation Bar is also used to pause and end (submit) tests.
 - Tap the "Pause" button to pause a test. Remember, there is no limit to how long a test may be paused. Assessments may be paused for several minutes, hours, or even days.
 - After students respond to the last item on the test, a message box will appear indicating that all of the test questions have been answered. The TA should collect the iPad, access the Navigation Bar, and tap or click the "End Test" button.



HSA-Alt Test Administrator Responsibilities: Test Administration

- **IMPORTANT:** All tests must be submitted by the end of the testing window on **October 28, 2016**.
- **To complete the testing process, tap the "Submit Test" button on the screen shown below.** Note: due to the design of the HSA-Alt IFT for Writing, students may not review past answers and the "Review My Answers" button should not be used.

Congratulations, you reached the end of the test!

If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

Questions:

1

Review My Answers

Submit Test



HSA-Alt Test Administrator Responsibilities: After Test Administration

- Once the IFT for Writing has been submitted for all students in the tested grade(s), TAs should collect **all** printed materials that were used during testing, included the printed manipulatives provided by AIR.
- These printed materials should be returned to the school's TC for secure disposal, by no later than October 31st.




Test Coordinators
/ Administrators /
Second Raters 


www.alohahsap.org




Online TA
Certification Course 



Training Sites




Coming Soon
TA Live Site 



TIDE 

and



Training Tests



Resources



Online Reporting
System 



Digital Library by
Smarter Balanced 



For Help or More Information

- Visit alohahsap.org/HSA_ALT
- Call, fax, or email the American Institutes for Research HSAP Help Desk
 - Hours: 7:30 am to 4:00 p.m. HST, Monday-Friday (except holidays)
 - Phone: 1-866-648-3712, Fax: 1-877-231-7813
 - E-mail: HSAPHelpDesk@air.org
- Visit the HIDOE Assessment Section Intranet site:
<https://intranet.hawaiipublicschools.org/offices/osip/aa/hsaalt/Pages/default.aspx>



Contact Information

For questions about participation criteria, federal and state regulations, and HSA-Alt content specifications, please contact the Assessment Section at:

Phone: 808-733-4100

E-mail: hsa-alt@notes.k12.hi.us



Questions

If you have a question,
please press **14** on
your phone to notify the
operator.

