



HSA-Alt Test Coordinators Training

January 14, 2016

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Webinar Agenda

1. General description of the HSA-Alt
2. Participation criteria for students and teachers
3. Content areas to be assessed
4. Administration: Online (default) and Paper-Pencil (exception by approval)
5. TCs Responsibilities before, during, and after administration
 - Adding TAs to TIDE
 - Submitting Paper-Pencil test kit exception requests
 - Receiving and distributing HSA-Alt materials for both online and paper/pencil testing (if approved)
 - Returning HSA-Alt materials (paper/pencil test kits **only**)
6. HSA-Alt timeline for the 2015-2016 school year



What Is the HSA-Alt?

- The HSA-Alt is an assessment system that can be accurately and reliably administered by certified Test Administrators via the online Test Delivery System.
- The assessments are structured around a series of items 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 online Test Delivery System
 - is constructed so students can respond verbally or nonverbally (TA response input, if necessary, is allowed via the online interface)
 - is automatically scored
- The assessments 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 (ESEA) 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 and is available on the HSA-Alt portal.



Participation Guidelines the for the HSA-Alt

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.

CRITERA	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. The documents can be found in the Resources >> General Information section of the HSA-Alt portal at http://alohahsap.org/HSA_ALT.



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



Spring 2016 Testing Windows

Online Reading and Math

February 19 – May 26, 2016

Online Adaptive Science

April 6 – May 26, 2016

**Independent Field Test
for Writing (Online Only)**

April 25 – May 26, 2016

**Paper/Pencil Testing
(All Subjects)**

February 19 – May 19, 2016



Content Areas Assessed in Spring 2016

Reading	Mathematics	Science	Writing (online Independent Field Test)
Grades 3-5	Grades 3-5	Grade 4	Grades 3-5
Grades 6-8	Grades 6-8	Grade 8	Grades 6-8
Grade 11	Grade 11	Grade 11	Grade 11



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 were 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 program was extended to the 2015-16 school year as long as funding remains available.



Online Administration of HSA-Alt

- The purpose of the HSA-Alt iPad project is to help promote, to the greatest degree possible, support for equal access to HSA-Alt by assisting students with severe cognitive disabilities in acquiring independent skills using an assistive technology device.
- Online administration will continue to be the default method of administration for the HSA-Alt in Spring 2016.



Features of Online Administration

- All students at all starting points able to access assessment online.
- Students' entry task automatically determined (students with scores from the 2015 in reading and/or mathematics).
- TAs able to administer Engagement Items online, if needed, and enter responses directly into the testing system.
- Automatic adjustment of starting and stopping points based on student performance.



Paper/Pencil Test Kit Exception

Some students with disabilities may better be able to access the assessment with the paper/pencil version of the HSA-Alt.

- If a student's IEP care coordinator determines the student requires the paper/pencil version of the HSA-Alt, due to the nature of his or her disability(ies) and the student's inability to otherwise access the items, the student's Test Administrator will need to contact the school's Test Coordinator to order the test kit.

This is an exception which requires state approval.

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Paper/Pencil Test Kit Exception

- Test Coordinators need to request paper/pencil test kit(s)
- Test Administrators administering the HSA-Alt using a paper/pencil test kit must become certified (either an in-person training on Feb 12th or an online certification course), prior to administration.
- Second Raters are required for all students using the paper/pencil exception. **No** Second Raters are required for online administration.

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HSA-Alt TC Responsibilities: Before Administration

- Adding HSA-Alt users to TIDE.
 - All HSA-Alt TAs must be entered into TIDE as “TA” users.
 - TAs and Second Raters with students approved for the paper/pencil administration must be entered as a “TA-ALT” user.
 - See the TIDE User Guide (available on alohahsap.org) for additional information.
- Ensuring all TAs are trained and certified to administer the HSA-Alt.
 - Face to face training in January-February for new TAs
 - Online TA Certification Course (available in late January).
- **Please DO NOT set any embedded accommodations in TIDE for students who take the HSA-Alt**

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HSA-Alt TC Responsibilities: Before Administration

- Requesting paper/pencil test kits for identified students.
 - Fill out and email the *Paper/Pencil Test Kit Exception Request Form* available online at alohahsap.org/HSA_ALT.
 - Full instructions found in the *HSA-Alt Test Coordinators Manual*.
 - Paper/pencil test kit requests may be submitted before and/or during the testing window, through May 8, 2016.

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HSA-Alt TC Responsibilities: Before Administration

- Receiving and distributing testing materials for online administration.
 - Sent to all schools for online Mathematics testing
 - TCs should inventory the test materials against the School Packing Lists and Teacher Security Checklists.
 - Distribute the test materials to TAs prior to February 19th.
 - Remind TAs to inventory the materials and report discrepancies to you immediately.



HSA-Alt TC Responsibilities: Before Administration

- Receiving and distributing testing materials for paper/pencil administration
 - Approved paper/pencil test kits will be shipped to the TC.
 - They should be distributed only to the TA for the approved student.
 - TCs and TAs should inventory the test kit materials using the School Packing List and the Test Kit Checklist (included in the kit) and report any discrepancies.

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HSA-Alt TC Responsibilities

During the Administration:

- Implementing security procedures and reminding staff that the HSA-Alt is subject to Hawaii Test Security Requirements.
- Reviewing with TAs the “Returning Materials” section of the Test Administration Manual (TAM) to ensure proper return of materials to the TC.

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HSA-Alt TC Responsibilities

After the Administration:

- Remind TAs to return HSA-Alt materials after testing.
- Collect HSA-Alt materials and follow up on materials not submitted by the deadline.
- For Online Administration printed manipulatives:
 - Secure dispose of (shred) the testing materials.
- For Paper/Pencil test kit materials:
 - Pack and seal the paper/pencil test kit materials and affix the AIR-provided UPS label to the box for return shipment.

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HSA-Alt Materials: Receiving Materials for Online Administration

The school shipment includes the following:

- **TC Kit** – School Packing List & Teacher Security Checklist; TC Kit Checklist; *Test Coordinators Manual*; one TA Kit for every TA administering the HSA-Alt at the school.
- **TA Kit(s)** (one per TA per grade band taught) – TA Kit Checklist; printed manipulatives needed for online testing in Mathematics; *Guide to Navigating the Online Administration*.

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HSA-Alt Materials: Disposing of Materials for Online Administration

- All printed manipulatives used for online testing should be returned to the TC for shredding.
- **Physical manipulatives (spoons, plants, etc) should not be returned to the TC or to AIR.**
- Schools **should not** return any print manipulatives used for online testing to AIR. UPS return shipment labels **will not** be included with these materials when they are sent to schools.

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HSA-Alt Materials: Returning Paper/Pencil Test Kit Materials

- All paper/pencil materials should be placed in their original box and returned to the TC.
- The TC should return the paper/pencil test kit box to AIR along with:
 - Signed Teacher Security Checklist(s)
 - Optional Scoring Worksheet(s)
 - Second Rater Test Answer Keys
 - Any Teacher or Student-generated materials used for the assessment administration

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HSA-Alt Materials: Returning Paper/Pencil Test Kit Materials

- TAs should return **all** printed materials (test booklets, response cards, posters, and passage booklets) to the TC using the original box.
- Optional Scoring Worksheet(s), Second Rater Test Answer Keys, and any Teacher or student-generated materials should be return.
- **Physical manipulatives should not be returned.**
- TCs should affix the AIR-provided UPS label and schedule UPS pickup no later than May 21, 2016.
 - Schools that do not have regular UPS deliveries should contact AIR Help Desk for assistance.

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Important Dates for Spring 2016

Date	Event
January 26 – February 12	Training for new Test Administrators and District Support Staff (paper/pencil training on Feb 12th)
Late January	TA Certification Courses available online for Online and Paper/Pencil Administrations
February 12	TCs receive Online Administration Printed Manipulatives
February 19	Testing window opens for Reading and Mathematics

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Important Dates for Spring 2016

Date	Event
April 6	Testing window opens for HSA-Alt in Science
April 25	Testing window opens for HSA-Alt Writing IFT
May 8	Last day to request paper/pencil test kit materials
May 19	Paper/Pencil testing window closes (all subjects)
By May 21	TCs return paper/pencil test kit materials to AIR
May 26	Online testing window closes (all subjects)
By May 27	TAs return all printed manipulatives to TCs

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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 extensions, please contact

HIDOE Assessment Section

Phone: 808-733-4100

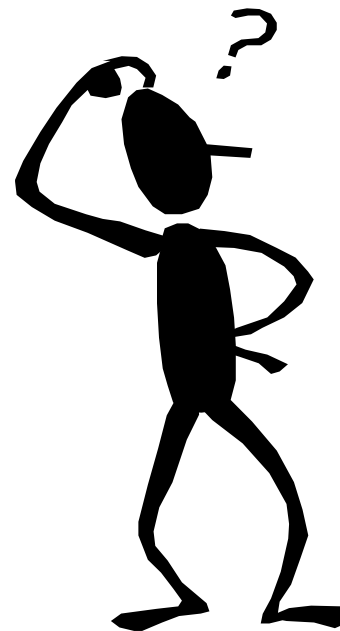
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Questions

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



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