



# HSA-Alt Test Coordinators Training

January 30, 2018

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Emily MacGillivray, Program Manager

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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 (accommodation by approval)
5. TCs Responsibilities before, during, and after administration
  - Adding TAs to TIDE
  - Submitting Paper-Pencil test kit accommodation requests
  - Receiving and distributing HSA-Alt materials for both online and paper/pencil testing (if approved)
  - Returning and/or securely disposing of HSA-Alt materials
6. HSA-Alt timeline for the 2017-2018 school year

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## What Is the HSA-Alt?

- The online HSA-Alt is an assessment system that can accurately and reliably be 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 student communication level AND cognitive level. Items are accessible to students with significant cognitive disabilities.
- Each online 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.

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## 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 been updated for spring 2018 and is available on the HSA-Alt portal.

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## 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.	
(B) The student requires a highly specialized educational program with intensive modifications and supports in order to access grade level academic standards.	
(C) The student's daily instruction is substantively different from that of their peers without disabilities and requires extensive, repeated individualized instruction and support, across multiple settings.	
(D) The student's difficulty with the demands of the general academic curriculum is not due to social, cultural or environmental factors; expectation of poor performance; or excessive absences.	

In addition to the Evidence-based checklist above, two other documents: Decision-making Questions with Case Study Examples and Decision-making Flow Chart are also available to assist IEP teams identify students for the HSA-Alt. All three HSA-Alt Participation Guidelines are available as resources within the HSA-Alt portal <https://hsa-alt.alohahsap.org/>.

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## 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

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# Spring 2018 Testing Window

**Online ELA and Math  
and  
Online Adaptive Science**

**February 20 – May 31, 2018**

**Paper/Pencil Testing  
(all subjects, by approval)**

**February 20 – May 25, 2018**

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## Content Areas Assessed in Spring 2018

ELA	Mathematics	Science
Grades 3-5	Grades 3-5	Grade 4
Grades 6-8	Grades 6-8	Grade 8
Grade 11	Grade 11	Grade 11

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## 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.
  - Those iPads can remain with the students, as long as they are at your school.
  - The iPads should be re-assigned when the students leave your school.

**Currently, the Assessment Section will try to allow 1 iPad per Test Administrator (while current supplies last).**

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## Online Administration of HSA-Alt

- The purpose of the HSA-Alt iPad project is meant to help promote, to the greatest degree possible, equal access 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 2018.

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## 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 2017 in ELA and/or mathematics).
- TAs allowed to assist students navigate through online assessment, as needed, and may even enter responses directly into the testing system if students cannot do this independently.
- Automatic adjustment of starting and stopping points based on student performance.

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## Paper/Pencil Test Kit Accommodation

Some students with disabilities may be better 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 accommodation which requires state approval.**

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## Paper/Pencil Test Kit Accommodation

- Test Coordinators need to request paper/pencil test kit(s)
  - Request form available at <https://hsa-alt.alohahsap.org/>
- Test Administrators administering the HSA-Alt using a paper/pencil test kit must become certified (either an in-person training on Feb 26th for new TAs 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

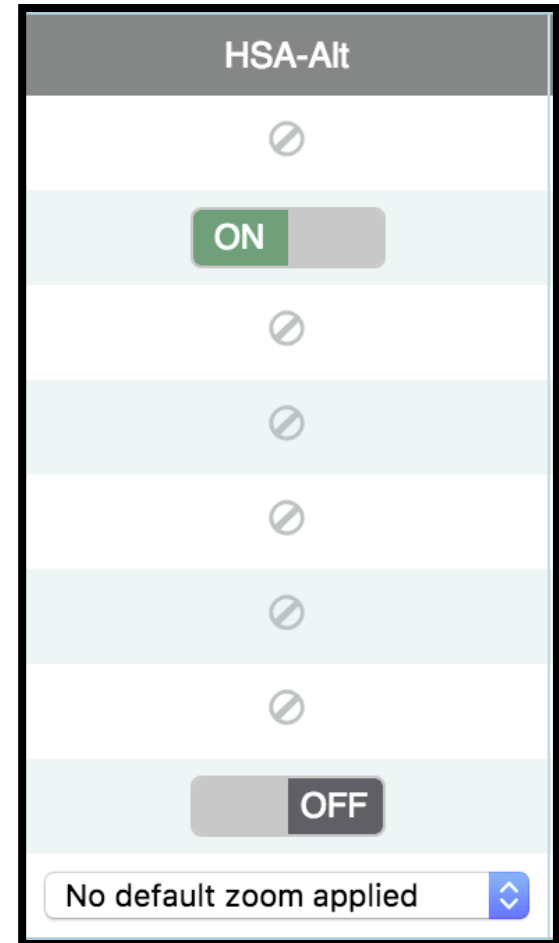
- Ensuring all TAs are trained and certified to administer the HSA-Alt.
  - Face to face trainings held February 1st-26th for new TAs
  - Online TA Certification Course (available on Feb 1st)
- Adding HSA-Alt users to TIDE.
  - All HSA-Alt TAs must be entered into TIDE as “TA” users.
  - TAs and Second Raters with students approved for the paper/pencil administration must be entered as a “TA-ALT” user.
  - See the TIDE User Guide (available on <https://hsa-alt.alohahsap.org/>) for additional information.



## HSA-Alt TC Responsibilities: Before Administration

### **Modifying HSA-Alt student test settings in TIDE (only if necessary).**

- Remember: these students are taking the HSA-Alt.
- Do not set any student supports under SBA/EOC.
- The HSA-Alt has only three features that can be changed:
  - expanded passages
  - score suppression
  - zoom



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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 Accommodation Request Form* available online at <https://hsa-alt.alohahsap.org/>.
  - 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 7, 2018.
  - If at all possible please submit all requests by February 2nd so that materials may be shipped in time to arrive before the testing window opens on February 20th.

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## HSA-Alt TC Responsibilities: Before Administration

- Receiving and distributing testing materials for online administration.
  - Sent to all schools for online testing
  - Materials will arrive in schools between February 14th-16th.
  - TCs should inventory the test materials against the School Packing Lists and Teacher Security Checklists.
  - Distribute the test materials to TAs prior to February 20th.
  - Remind TAs to inventory the materials, immediately report any discrepancies, and secure in a locked location.

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## 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), report any discrepancies, and then secure in a locked location.

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## HSA-Alt TC Responsibilities: During Administration

- Implementing security procedures and reminding staff that the HSA-Alt is subject to Hawaii Test Security Requirements as outlined in the *HSA-Alt Test Administration Manual* (TAM), available at <https://hsa-alt.alohasap.org/>.
- Reviewing with TAs the “Returning Materials” section of the TAM to ensure proper return of materials to you, the Test Coordinator.

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## HSA-Alt TC Responsibilities: After 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:
  - Securely 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 each 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; *Quick Start Guide to 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 at the school.
- **Physical manipulatives (spoons, plants, etc.) used for online testing 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: Receiving Materials for Paper-and-Pencil 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 each TA administering the paper/pencil HSA-Alt at the school; return UPS shipment label (**retain for use at end of testing window in late May**).
- **TA Kit(s)** (**one per TA**, per grade band taught) – TA Kit Checklist; test booklets and all **printed** manipulatives needed for paper/pencil testing; *Paper/Pencil Directions for Administration*.

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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 also be returned to the TC.
- **Physical manipulatives should not be returned.**
- TCs should affix the AIR-provided UPS label and schedule UPS pickup no later than May 30, 2018.
  - Schools that do not have regular UPS deliveries should contact AIR Help Desk for assistance.

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## Important Dates for Spring 2018

Date	Event
<b>February 1</b>	TA Certification Courses available online for Online and Paper/Pencil Administrations
<b>February 1 - February 15</b>	Training for new Test Administrators and District Support Staff (paper/pencil training on <b>Feb 26th</b> )
<b>February 14</b>	TCs receive Online Administration Printed Manipulatives
<b>February 20</b>	Testing window opens for Online and Paper/Pencil Administration in all subjects

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## Important Dates for Spring 2018

Date	Event
<b>May 7</b>	Last day to request paper/pencil test kit materials
<b>May 25</b>	Paper/Pencil testing window closes (all subjects)
<b>By May 29</b>	TCs return <b>paper/pencil</b> test kit materials to AIR
<b>May 31</b>	Online testing window closes (all subjects)
<b>By June 1</b>	TAs return all printed manipulatives to TCs

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## For Help or More Information

- Visit <https://hsa-alt.alohahsap.org/>
- 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](mailto:HSAPHelpDesk@air.org)
- Visit the HIDOE Assessment Section Intranet site:  
<https://intranet.hawaiipublicschools.org/offices/osip/aa/hsaalt/Pages/default.aspx>

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## Contact Information

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

### **HIDOE Assessment Section**

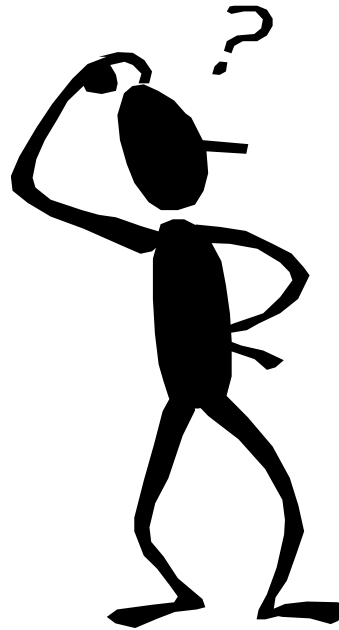
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## Questions



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