

HSA-Alt Test Administrator (TA) Checklist

Acquire Apple ID password for iPad(s): _____	
Update iPad Operating System(s) <ul style="list-style-type: none"> • iOS 9.3, 10.3, 11.1 	
Download Secure Browser <ul style="list-style-type: none"> • Search for AIRSecure Test at the Apple App Store, OR • Go to https://alohahsap.org/secure-browsers.stml and select the appropriate browser 	
Update TA's computer/2nd iPad <ul style="list-style-type: none"> • Disable Pop-Up Blocker 	
Update TIDE password at https://www.hitide.org <ul style="list-style-type: none"> ➤ Username (Lotus Notes address) ➤ Password _____ 	
Find student info in TIDE <ul style="list-style-type: none"> • First name: _____ • SSID#: _____ 	
Complete TA Certification Course <ul style="list-style-type: none"> • In-person – 1st time TAs • Online – all other TAs, go to: https://hsa-alt.alohahsap.org/ 	
Read HSA-Alt Test Administration Manual <ul style="list-style-type: none"> • Review HSA-Alt Code of Ethics 	
Plan for IEP-aligned HSA-Alt accessibility supports <ul style="list-style-type: none"> • Consider student communication system 	
Determine ideal testing time, location, and support personnel <ul style="list-style-type: none"> • Check Internet connection • Distribute Proctor Acknowledgement Forms 	
Provide online training test opportunities for students <ul style="list-style-type: none"> • Practice tool use, test accessibility support plan, and model test-taking strategies 	
Collect mailed poster sets from School Test Coordinator <ul style="list-style-type: none"> • Need for ELA and Math Engagement Items and certain ELA Tasks 	
Gather physical manipulatives <ul style="list-style-type: none"> ➤ Elementary: Backpack, Book, Ball, Clock, Counter, Pencil, Plant ➤ Middle: Flower, Ice Cube, Ball, Bottled Water, Counter, Checkers, Blue/White Connecting Cubes, Potted Flowers, Cup of Water ➤ High School: Stirring Spoon, Baseball, Safety Glasses, Counter, Plant, Seeds, DNA Model 	
Establish Test Security <ul style="list-style-type: none"> • Post Testing Signs • Turn OFF Phones • Collect Proctor Acknowledgement Forms 	
Sign in as the TA, open 1st test, approve, confirm, monitor, repeat... (TA device)	
Sign in as the student, select 1st test, finish, repeat (Student device)	
Complete student evaluations (Student device) <ol style="list-style-type: none"> 1. Learner Characteristics Inventory (LCI) – yearly requirement <ul style="list-style-type: none"> ➤ The LCI is the only test available when you 1st open a student test session 2. Student Placement Questionnaire (SPQ) – need for grade: 3, 4, 8, 11, and all NEW Alt students <ul style="list-style-type: none"> ➤ The SPQ automatically displays at the start of content area tests when information on student placement is needed; e.g., all Science assessments 	
Check Student Test Item #1 <ul style="list-style-type: none"> • Can you hear Stimuli & Options? 	
Begin student testing <ul style="list-style-type: none"> • Administer Engagement Item, as directed • Monitor student for continued engagement and maintain test security 	