

Spring 2020 HSA-Alt Administration

Instructions for Use of Printed Response Option Cards and Test Visuals for Students with a Verified Paper/Pencil Accommodation

- The HSA-Alt Assessments for students that have a verified paper/pencil test accommodation will be delivered through the online Test Delivery System beginning in Spring 2020. **Detailed instructions for using the online Test Delivery System are found in the *Guide to Navigating the Online HSA-Alt Test Administration* manual available on the HSA-Alt portal website at <https://hsa-alt.alohahsap.org/resources/test-administration/>.**
- There are 40 items in the ELA and Math assessments for students in grades 3-8 and 11, and 40 items in the Science assessment for students in grade 5, 8 and 11. The items appear in a set order, as indicated by the item number printed on the back of the printed response option cards for each subject area. The items will appear in the online Student Interface in the same order as the numbers on the back of the printed response option cards for each subject area.
- There will be printed response option cards for every item in each assessment. However, there will be printed test visuals (such as posters) only for certain items, and some assessments may have no printed test visuals. The packing list you receive with your shipment of printed test materials will provide information about which items have printed test visuals. The subject area and item number is also printed on the back of each printed test visual. Please remember that all of these materials are secure test materials that should be kept in a locked storage area when not in use.
- The TA will place the printed response option cards and any associated test visuals(s) in front of the student in the same order they appear in the online Student Interface for that subject area assessment. The TA then will use the online Student Interface to play the audio for the student for the item stimulus, item question, and all response options, while indicating the appropriate printed response option card as the audio is read for that response option in the online Student Interface.

- TAs may texturize the printed response option cards and/or test visuals to provide access for individual students as necessary.
- Please make sure that the printed response option cards match the options shown on the screen. If the item response options do not match, **pause the student's HSA-Alt Assessment immediately** and contact the HSAP Help Desk at 1-866-648-3712 or hsaphelpdesk@air.org.
- Once the student chooses a response option for the item from the printed response option cards that are available, the TA will then select the corresponding answer option shown on screen in the online Student Interface and move on to the next question, following the instructions in the *Guide to Navigating the Online HSA-Alt Test Administration* manual.
- The audio for each item and answer option can be re-played for the student using the audio files in the online Student Interface. TAs may **not** use their own voice to read aloud an item stimulus, item question, and/or an item response option unless the student also has the Read Aloud accommodation for the HSA-Alt Assessment set in the Test Information Distribution Engine (TIDE). Additional information about setting and administering the Read Aloud accommodation may be found in the *HSA-Alt Test Administration Manual* available on the HSA-Alt portal website at <https://hsa-alt.alohahsap.org/resources/test-administration/>.
- If the TA determines the student is not responding, the TA may select “No Response” using the item context menu and proceed to the next item. Instructions for entering a “No Response” may be found in the *Guide to Navigating the Online HSA-Alt Test Administration* manual.
- After the completion of paper/pencil testing for the student, the TA should return **all** printed test materials to the school's Test Coordinator, who will return **all** printed test materials to Cambium Assessment, Inc (formerly AIR Assessment). Test Coordinators should review the instructions for handling printed test materials found in the *HSA-Alt Test Coordinators Manual* available on the HSA-Alt portal website at <https://hsa-alt.alohahsap.org/resources/test-administration/>.