




STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

January 14, 2019

TO: Deputy Superintendent
Complex Area Superintendents
Public Charter School Executive Director
Principals (All)
Public Charter School Directors (All)

FROM: Rodney Luke 
Assistant Superintendent

SUBJECT: **Documentation of HSA-Alt Accommodations**

In accordance with IDEA Section 300.160, the Hawaii Department of Education has established guidelines for the provision of appropriate accommodations for all assessments, including the Hawaii State Assessment-Alternate (HSA-Alt). Nine accommodations have been identified for the HSA-Alt. These accommodations, when identified in the student Individualized Education Program (IEP), must be provided during HSA-Alt testing. Failure to provide these accommodations to identified students is a testing irregularity; the consequences for this irregularity are the invalidation of student test results and the requirement to retest the student with appropriate accommodations in order to have the student count as a test participant.

The nine HSA-Alt testing accommodations are:

- Alternate Response Options
- Calculator
- Concrete Materials
- Paper-and-Pencil Test Form
- Read Aloud
- Reinforcement System
- Scribe
- Tactile Sensitivity
- Visual Descriptions

Refer to the HSA-Alt Test Administration Manual (TAM) for specific descriptions of each accommodation listed above.

All other instructional accommodations that a student identified to take the HSA-Alt needs in order to access instruction are considered universal tools that a test administrator may employ as needed. The TAM contains a list of potential universal tools that may be used during HSA-Alt testing. This list is not exhaustive. As a general rule for students who take the HSA-Alt, whatever supports are provided regularly during instruction should be made available during

HSA-Alt testing. This general rule is specific to the HSA-Alt and is a result of the significance of student cognitive impairment and the high degree of supports that students who take the HSA-Alt need in order to access the assessment and demonstrate understanding. Only students with the most significant cognitive disability are eligible to take the alternate assessment.

All summative testing accommodations, including HSA-Alt accommodations, must be documented in the student IEP. The location for HSA-Alt accommodation documentation is the Services page of the IEP. All HSA-Alt accommodations, except the Reinforcement System Accommodation, should be documented in the "Clarification of Supports and Services" section. The Reinforcement System Accommodation alone should be documented in the "Supplementary Aids and Services" section.

Accommodations for the HSA-Alt, like other summative testing accommodations, require the submittal of an accommodation verification request. The form that is used for the HSA-Alt is specific to that assessment and lists the nine accommodations shown above. This form is found in *Appendix H* of the *HSA-Alt Test Administration Manual*. The school test coordinator (TC) (or designee) is required to submit the HSA-Alt Accommodation Verification Request Form to the Assessment Section for students who have one or more of the specific HSA-Alt Accommodations documented in their IEP.

The Assessment Section is responsible for verifying all testing accommodation requests; this is done by consulting the student IEP record. All verified accommodation requests are set in the Test Information Distribution Engine (TIDE) by the Assessment Section. Schools are advised to ensure that student IEP records align with the record of supports provided in TIDE.

If you have any questions, please contact Susan Forbes, Test Development Specialist, Assessment Section, at (808) 733-4100 or via Lotus Notes.

RL:sf

c: Assistant Superintendents
Assessment and Accountability Branch