



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

February 10, 2016

To: Deputy Superintendent
Complex Area Superintendents
State Public Charter School Commission, Executive Director
Principals (All)
Public Charter School Directors (All)
Test Coordinators (All)

From: Tammi Chun, Assistant Superintendent

A handwritten signature in blue ink, appearing to read "T. Chun".

Subject: **Maintaining Security of Statewide Assessments**

The security of assessment instruments and the confidentiality of student information are vital to maintaining the integrity of the assessments and the reliability of the results. Due to the importance of test security for all of the Hawai'i Department of Education's statewide student assessments, the following measures have been implemented:

1. A test security audit has been conducted to evaluate current processes and procedures.
2. Student scoring patterns are being electronically monitored throughout the testing windows to identify and detect possible cheating and other irregularities. Consultation with the principal and test coordinator will take place as necessary when potential problems are identified.
3. Teams are conducting on-site observations of schools at various times during testing windows to support adherence to test administration procedures and to verify provision of appropriate test accommodations for identified students.
4. Web monitoring, including social networking sites, is taking place to identify potential testing breaches.
5. Test security consultations are being conducted at identified schools to support the implementation of proper test security practices and protocols.

If testing incidents occur during the administration of an assessment, the Assessment Section may invalidate impacted assessments that have been wholly or partially completed. However, invalidation will not occur automatically. The Department will not invalidate an assessment until it verifies the facts associated with the alleged testing incident with the school administrator and test coordinator.

- If an assessment or exam is invalidated, the test results and student responses will not be included in the testing, reporting, and accountability systems (regardless of whether the incident was initiated by an adult or a student).
- An invalidated assessment will count toward one of the student's three online HSA Science testing opportunities.
- An invalidated End of Course (EOC) test will result in no score for a student because only one opportunity is provided.

- In extremely rare instances, rather than invalidating an assessment or exam, the Department may reset a student's assessment or exam at the request of the school if the Department determines that the student's actions did not compromise the integrity of the assessment or exam. If an online HSA Science Assessment is reset, the student's initial responses will be removed and the student may retake this opportunity.

Department of Education employees may be held personally responsible for any violation of copyright laws or breaches in test security. The Office of Human Resources will use the current regulations to determine the disciplinary actions that may be taken for certified and classified employees who have been determined to be directly involved in misconduct that affected the integrity of the assessments or exams. Similarly, school principals will apply the current student disciplinary action regulations that may be taken with students who have been determined to be directly involved in a security incident that affected the integrity of an assessment or exam. The Department of Education memo dated February 28, 2014, addresses the consequences for students and school staff who use electronic devices to breach the security of any test item.

If you have questions regarding any of the above testing windows, contact Karen Tohinaka, Test Development Specialist, Assessment Section or Brian Reiter, Administrator, Assessment Section, at (808) 733-4100 or via Lotus Notes email.

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c: Assistant Superintendents
Superintendent's Office Directors
State Public Charter School Commission
Office of Curriculum, Instruction, and Student Support
Office of Information Technology Services
Assessment and Accountability Branch