



**STATE OF HAWAII
DEPARTMENT OF EDUCATION**

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

April 12, 2021

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

FROM: Rodney Luke *R. Luke*
Assistant Superintendent

SUBJECT: Remote Test Administration of Statewide Summative Assessments

The Assessment Section, in collaboration with national test security and measurement specialists, has developed remote test administration requirements that will allow a student who is distance learning to be administered statewide summative assessments in the student's home (see *Remote Test Administration Guidelines* for the list of summative assessments that allow remote test administration). This alternate setting of test administration is intended as an option for parents who decline to have their child tested in-person on a school campus and who agree to all requirements for remote test administration. These requirements have been established to ensure test security and integrity so that the results can be used for accountability purposes. The decision to allow remote test administration of a statewide summative assessment is one that is made at the school level, i.e., a school may choose to not offer remote test administration of statewide summative assessments.

Both the student and the student's parent/guardian must agree to the conditions of remote test administration. By signing the Parent/Guardian Remote Test Administration Agreement, the parent agrees to create a secure test environment in their home, maintain the confidentiality of all test content, and to allow both a testing and a monitoring device (laptop, tablet, Chromebook, etc.) to have cameras and microphones turned on and recording in the testing room.

A second internet-connected device, such as a smartphone or tablet, will be used to record audio and video of the entire test session using a webinar platform such as WebEx or Zoom. A credentialed test security monitor (e.g., a state-level staff member) may view the live test session or the recording of the test session to identify and resolve any test security incident that may have occurred during the remote administration. The recording may be used as support for

invalidation of test results if a test security incident that could impact the validity of test results is identified and confirmed. Upon verification of test results, all recordings will be deleted. Test administrators must complete remote test administration training and test administrator certification in order to administer a statewide summative assessment remotely. A proctor is required if 3-10 students are being administered an assessment during a remote test session. Proctors must complete an in-service by the test coordinator, and sign a test security acknowledgement form in order to remotely proctor an assessment.

The Remote Test Administration Guidelines provides guidance for test coordinators and test administrators in the preparation for and administration of a remote test session. Additional remote test administration resources are located in the Remote Test Administration folder in the Resources section of the alohahsap.org website.

If you have any questions, please contact the Assessment Section, at (808) 307-3636 or via hsa@k12.hi.us.

RL:br

Attachment: Remote Test Administration Guidelines

c: Assessment and Accountability Branch