



# Assessment News

February 4, 2019

## Top News This Week

## General Information

### 1. AIR Systems Downtime

AIR systems will be offline for scheduled system maintenance from 6:00 p.m. Friday, February 8, 2019 to 6:00 a.m. Monday, February 11, 2019.

### 2. AIRWays Reporting Training Module (Non-Narrated), School Year 2018-19

The AIRWays Reporting Training Module (non-narrated) for SY 2018-19 is available [here](#) or via the "Training Modules" Section on the "Trainings and Webinars" page (under "Resources" on the Smarter Balanced or the EOC Assessment homepage) on [alohahsap.org](http://alohahsap.org). This training module presents information on key features of the AIRWays Reporting System.

### 3. AIRWAYS Reporting User Guide, School Year 2018-19

The AIRWAYS Reporting User Guide provides instructions and support for authorized users to view and score individual student responses on the Smarter Balanced (SB) Interim Comprehensive Assessments and Interim Assessment Blocks, as well as the Next Generation of Science Standards (NGSS) Test-lets, in AIRWays Reporting. The guide can be found [here](#) or via the Smarter Balanced, HSA-Science, or EOC Assessment homepage on [alohahsap.org](http://alohahsap.org) (see "Reporting" Section under "Resources").

### 4. Smarter Balanced and HSA Science Parent Letters, School Year 2018-19

Participation and non-participation letters that schools may send to parents, along with the Parent Information Booklets (PIBs) about the grades 3-8 and 11 Smarter Balanced ELA/Literacy and Mathematics Assessments and the grades 4 and 8 Hawaii State Science Assessments, are available in English and 14 translated languages. The parent letters are Word documents that can be edited by school personnel. The letters are available [here](#) or via the "Students and Families" section under "Resources" (see HSA Science or Smarter Balanced homepage on [alohahsap.org](http://alohahsap.org)). If a student is included in two populations, e.g., IDEA-eligible and Home/Hospital Instruction, a customized parent letter can be created using information from the parent letters of two groups.

### 5. Courtesy Testing for Home-Schooled Students, School Year 2018-19

In order for a home-schooled student to be courtesy tested, Test Coordinators must complete the Courtesy Testing for Home-Schooled Students Form found [here](#) or via the Test Administration Forms section on the Smarter Balanced homepage of [alohahsap.org](http://alohahsap.org). Additional information on home-schooled students can be found

# Assessment News

February 4, 2019

on pages 72-74 of the Smarter Balanced Test Administration Manual (TAM), which is available [here](#) or via the "Test Administration" section on the same Smarter Balanced homepage. Fax the completed request form to the Assessment Section at 808-733-4483 to request that a home-schooled student's grade level be entered in TIDE. *Do not ask parents to bring their home-schooled child to your school for testing until an Assessment Section staff member has informed the School Contact Person that the student is ready to do so.*

## 6. Assessment Monitoring Site Visits

The Assessment Section regularly conducts site visits to observe test administration at schools and to gather information from school Test Coordinators about assessment administration training, management, and practices. These visits provide an opportunity for the Assessment Section staff and their designees to identify potential improvements to the testing process, including enhancement of the testing experience and fidelity of the assessment process. Since any school may be selected for a site visit, regular and charter schools should anticipate the presence of an Assessment monitor during the administration of the Smarter Balanced, HSA-Alt, HSA Science, Biology 1 EOC Exam, K-12 EO, The ACT, NAEP, and the ACCESS For ELLs assessments. For more information, refer to the *January 22, 2019* DOE memo [here](#).

## Smarter Balanced

### 7. 2018-19 Summative Test Window

The test window for Smarter Balanced (SB) Summative Assessments for Grades 3-8 and 11 will open on *February 19, 2019*. To avoid delays in testing, Test Coordinators should check with their school Technology Coordinator to ensure that student test devices have been updated with the current secure browser. For more information about the 2018-19 SB Summative Assessments, refer to the DOE memo [here](#).

### 8. Test Expiration Dates

Test coordinators should consider the expiration dates of tests while developing testing schedules. The PT will expire in 10 calendar days, and the CAT (Math and ELA) will expire in 45 calendar days, including weekends, holidays, and intercessions.

### 9. Digital Library Deep-Dive

This webinar will be held on *Thursday, February 21, 2019, from 2:30 p.m. to 3:30 p.m.* to provide information on accessing the Smarter Balanced Digital Library and how its resources can be used to support educators with their instruction. For more information, please contact Dianne Morada at [Dianne.Morada@notes.k12.hi.us](mailto:Dianne.Morada@notes.k12.hi.us).

## HSA-Alt

### 10. Cognitive Laboratory Study Participants

The Assessment Section is recruiting participants for this year's Spring HSA-Alt Cognitive Laboratory Study. The HSA-Alt Cognitive Laboratory Study has been scheduled from *April 1 - 5, 2019*. Study participants must be in grades 3-8 or 11 and have signed video release/participation forms. If you are interested in having your students participate as test subjects in this important study, please contact Susan Forbes at [Susan.Forbes@notes.k12.hi.us](mailto:Susan.Forbes@notes.k12.hi.us).

# Assessment News

February 4, 2019

## HSA Science

### 11. Hawaii Statewide Assessment Program (HSAP) Science and Biology End-of-Course Exams Item Review Committees

The Assessment Section is accepting applications to serve on various Hawaii Statewide Assessment Program (HSAP) science item review committees from *February 26 - March 1, 2019*. Committee members will review newly written Next Generation Science Standards (NGSS) clusters (e.g., test items) for test administration. Each cluster will be reviewed for its acceptability and appropriateness. Applications are being accepted from general education, special education, and English Learner (EL) teachers for Science and/or Biology item review committees. For detailed information about the dates, times, and stipend for this opportunity, refer to the DOE memo [here](#). The deadline to submit the online [application](#) (also available at <http://bit.ly/Feb19ItemReview>) is *Wednesday, February 13, 2019*. Please note that after submitting the application, an automatic receipt via email will be provided. If selected as a reviewer, a separate confirmation notice will be provided via email. **Do not attend a committee meeting without receiving a committee confirmation email.**

### 12. HSA Science (Including Braille) Test Window Opens

The Online HSA Science test window opened on *January 8, 2019* and will remain open until the end of the school year. Students have two opportunities to take the grade 4 or 8 Science Bridge Assessment that covers standards common to both Hawaii Content & Performance Standards III (HCPS III) and Next Generation Science Standards (NGSS). *Test coordinators should verify that the secure browser on all student testing devices has been updated to the current version prior to testing.* For more information on compatible devices or operating systems, Test or Technology Coordinators should refer to the current [Operating System Support Plan](#) on [alohahsap.org](http://alohahsap.org). If applicable, review the [Braille Requirements and Testing Manual 2018-2019](#) for information on administering statewide assessments to students who require the Braille accommodation, including guidance on printing Braille Ready Format (BRF) and Printer Output File (PRN) files.

## The ACT

### 13. ACT Test Administrators Webinar Posted

The recording of the *January 24, 2019* test administrator webinar is now available for viewing [here](#) for those Test Administrators who were not able to attend the live session.

## WIDA ACCESS for ELLs

### 14. Student Management in WIDA Assessment Management System (AMS)

The second Pre-ID file was uploaded on *January 11, 2019*. Students who were not uploaded in the Pre-ID file (arrived or designated as ELL after *January 11, 2019*) must be added to the WIDA Assessment Management System (AMS) [here](#) or via the [wida-ams.us](http://wida-ams.us) website by following these steps: Manage Students > Add Students > Enter the demographic information for the required fields. To place students in test sessions for untested domains, follow these steps on the same website: Test Management > Manage Test Sessions > Session Details > Click Action (view edit) > Move student into Test Session. To check the status of the Test Sessions, follow

# Assessment News

February 4, 2019

these steps: Student Management > Student Status Dashboard > Enter school name. Hover your mouse over the bars to see the number of students and their progress ("Completed," "Not Started," and "In Progress"). Click on the bars to view (drill down) the list of students and their progress. To print a list of these students, export it to a CSV spreadsheet.

## Seal of Biliteracy Assessments

### 15. Seal of Biliteracy Avant Online Assessment Training

The Assessment Section and the World Languages Program in the Office of Curriculum and Instructional Design provided a virtual training on the Avant online assessments for Test Coordinators and Test Administrators on Thursday, January 10, 2019. Information about this training is provided via DOE memo [here](#). For those who are interested, the recorded training can be found [here](#). Also, the Avant Secure Portal and Language Assessments Non-Disclosure and User Agreement (2018-19), along with other documents related to the Seal of Biliteracy, are available [here](#) or via the "Training Modules" Section under "Trainings and Webinars" on the Smarter Balanced homepage ([alohahsap.org](http://alohahsap.org)).

## Technology Coordinators

### 16. Disabling Spaces in Mac Operating System Devices

Instructions for disabling Spaces on Mac OS devices used for testing can be found on pages 26-35 of the [Technical Specifications Manual](#).

**Please contact the Assessment Section at (808) 733-4100 if you have any questions about the information included in this Assessment News.**

***“Education is learning what you didn’t even know you didn’t know.” Daniel J. Boorstin***