

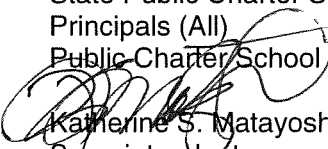


STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

February 28, 2014

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

FROM:  Katherine S. Matayoshi  
Superintendent

SUBJECT: **Consequences for Students and School Staff Who Use Electronic Devices to Breach the Security of Any Test Item Included in a Statewide Student Assessment**

The 2013-14 online Hawaii Statewide Assessment Program (HSAP) Test Administration Manual provides the following information on page 27:

The Test Administrator must direct each student who enters the testing room with a cell phone or any other electronic device to turn it off, put it in a back pack or bag, and place the back pack or bag in a designated, secure area in the testing room that cannot be accessed during the test session. If a student does not have a back pack or bag, the Test Administrator will provide a box in which the electronic device will be placed after the student's name is written on a post-it-note and affixed to the electronic device. The box will also be placed in the designated, secure area in the testing room. This is a new test administration requirement that is being implemented beginning with 2013-14 to ensure students do not use these electronic devices to access the Internet in order to obtain information that can be used to answer any online or paper/pencil test items. This test security procedure also prevents students from using their phones to take pictures of test items and post them on social networking sites. **Any of these actions constitute a breach in test security and will result in the invalidation of a student's score for an assessment or exam.**

Due to the importance of test security for all of the statewide assessments, any school that has a student or staff member who uses an electronic device which results in the breach of a test item will be subject to the following actions/consequences:

1. The involved student's incomplete test or complete test that has been scored will be invalidated by the Department of Education's Student Assessment Section.
2. The school administration will be responsible for determining the consequences for the involved student per the Hawaii Administrative Rules, Title 8, Chapter 19 and/or the consequences for the involved certificated or classified staff member per the Office of Human Resources procedures.

3. The school administration and test coordinator must retrain the staff regarding the test security requirements for all statewide assessments during a face-to-face meeting.
4. The test administrator who was conducting the test session when an electronic device was used by one or more students or a staff member will be required to retake the Test Administrator Certification Course in order to administer any additional assessments to students.
5. The school will be required to have a second adult present in the testing room with the test administrator who was conducting the test session when the electronic device was used to breach the security of one or more test items during each subsequent test session for the remainder of the current school year.
6. The school will be required to pay for the cost of each test item that was posted on a social networking site which required its removal from the current online, adaptive item bank.
7. The school must submit its detailed testing schedule that includes the date, time, and student seating chart for each test session for all statewide assessments administered during the remainder of the current school year and the next school year.
8. Unannounced site monitoring by the Complex Area Superintendent's identified staff and the Systems Accountability Office's staff as determined by Superintendent Matayoshi may extend beyond one school year.

The school administration and the test coordinator are directed to use the current procedures on pages 10-13 in the 2013-14 Hawaii Statewide Assessment Program (HSAP) Test Administration Manual to report test security violations and cheating for the Bridge HSA Reading and Mathematics Assessments, HSA Science Assessment, Hawaii State Alternate Assessments for Reading, Mathematics, and Science, End-of-Course Exams for Algebra I, Algebra II, Biology I, Expository Writing I, and U.S. History, and the Explore, Plan and ACT Plus Writing Tests. The 91 schools that are participating in the spring 2014 Smarter Balanced English Language Arts and Mathematics Field Tests are directed to use a separate set of procedures included on pages 20-21 and 57-63 in the Smarter Balanced Online Field Test Manual to report testing improprieties, irregularities, and breaches.

If you have any questions or need clarification, please contact Brian Reiter, Administrator, Systems Accountability Office, Student Assessment Section, at (808) 733-4100, or Cara Tanimura, Director, Systems Accountability Office, at (808) 586-3283 or via Lotus Notes email.

KSM:BR:kb

c: Systems Accountability Office