# Printable Directions for Administration (with step-by-step guide)

It is recommended that schools have at least one lab or mobile cart where all students in a single class can be assessed at the same time for ease of administration. A typical student will need two class periods of approximately 45 minutes, or about 90 minutes, to complete an online Hawai'i State Science (NGSS) Assessment or an End-of-Course Exam.

| Before Testing | |
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| 1. Make sure you are prepared for testing. | Complete the online TA Certification Course available at alohahsap.org. This will take approximately 30 minutes. You will not be able to log into the TA Live Site to administer assessments or exams without completing this course. |
| | Administer an HSA Science (NGSS) Assessment or EOC Exam Training Test to students on the TA Training Site to become familiar with the procedures for creating a test session. |
| | Know what your students will see. Take an HSA Science (NGSS) Assessment or EOC Exam Training Test at alohahsap.org. |
| | Download and read relevant user guides and manuals, including the *HSA Science (NGSS) Assessments and EOC Exams Test Administration Manual*, the *Guide to Navigating Online HSAP Administration*, and the *Centralized Reporting User Guide*. |
| 2. Make sure students are prepared for testing. | Make sure all of your students have taken the grade/subject appropriate Training and Practice Tests at before testing. |
| 3. Get a list of secure 10-digit State Student Identification Numbers (SSIDs). | Students will log into the online system using their legal first names, their 10-digit State Student Identification Numbers (SSIDs), and a Test Session ID. Your school clerk or registrar can export a list with student names and 10-digit State Student Identification Numbers (SSIDs) from Infinite Campus for students to use when logging into a test session. Talk to your Test Coordinator about how you will obtain this list. Remember that student personal information, including 10-digit State Student Identification Numbers (SSIDs), is confidential. |
| On Testing Day | |
| 4. Log into the Test Administrator Live Site. | Using your username and password, log into the TA Live Site by going to alohahsap.org. If you do not have a username and password, contact your Test Coordinator. The Test Coordinator must add each TA as a user in the TIDE system in order to generate a username and a secure web link, which will be emailed to the TA. The TA must use the secure link to create a password in TIDE and also select and answer a security question. If you forget your password, go to the TIDE home page, select the "Forgot Your Password?" link, and enter your email address on the subsequent screen. You will then be presented with your security question to answer. If you answer the security question correctly, you will receive an email with a new secure link, from which you can create a new password. Remember that you cannot log in to the TA Live Site unless you have successfully completed the online TA Certification Course. The words "Live Test" should appear adjacent to the Test Selection Table to confirm that you are in the TA Live Site and not the TA Training Site. |

| 5. | Select tests to administer. | Once you have logged in, select the tests you would like to administer by selecting the subject(s) and grade(s) in the box. |
| | | Each test session that you create will be automatically assigned a unique Test Session ID number (e.g., "ORANGE-49F5-3"). Write this down somewhere where students will be able to see it. Students will need the Test Session ID to log into the test. |
| 6. | Launch the secure browser on each computer students will use for testing. | Before students arrive to take an assessment or exam, make sure that the student login screen is showing on each computer. Select the HI Secure Browser icon on each computer to open the secure browser. It is recommended that Test Administrators rather than students launch the browsers in order to prevent students from accessing other applications. Once the secure browser is launched, students can no longer access other applications. |
| 7. | Distribute materials. | Refer to Table 13 in the *HSA Science (NGSS) Assessments and EOC Exams Test Administration Manual* for additional details on allowable resources for an online HSA Science (NGSS) Assessment and each EOC Exam. |
| 8. | Read Directions for Administration. | **SAY:** Today, you will take a test in [name subject(s)]. You will be given a test session ID that is required to start the test. Before logging in, let's go over some test rules. |
| | | You may only use the computer to take this test. You may not use the computer for another reason before, during, or after testing. |
| | | Take your cell phone and any other electronic devices out of your pocket, backpack, or bag and turn it off. Do not leave it on or place it on silent mode. If you have a backpack or bag, place the turned off phone or device in your backpack or bag and place it in the area I have designated. If you do not have a backpack or bag, bring your phone or device to my desk and place it in the area I have designated. Your phone or device will be returned to you at the end of the test session. If you do not follow these test security directions and you use your phone or device during the test session for any reason, your test will be invalidated, your parents will be informed of your behavior and any consequences that will be determined by the principal. |
| | | During testing: |
| | | You must answer each question on the screen before going on to the next one. If you are unsure, go ahead and provide what you think is the best answer and mark it for review before going on to the next question. You may go back and change the answer during this test session. |
| | | If you have a question or need help during the test, raise your hand and I will come to you. Some of you may not finish your tests during this session and that is okay. You will be able to finish on another day. |

| | | **NOTE:** If a school has a more stringent cell phone policy, then that policy may be stated in place of the minimum cell phone test security requirements stated above.<br><br>**NOTE:** TAs may not limit the number of questions a student may answer during a test session. |
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**SAY:** Please write your name on the scratch paper. I will collect all papers at the end of this session.

**[The following should be read for Algebra 1 and Algebra 2 ONLY]**

**SAY:** Please keep in mind that this test is divided into segments. When you get to the end of a segment, you will be prompted to review your answers before moving on. Once you move to the next segment, you will not be able to return to any of the questions in the previous segment.

**SAY:** You may pause at any point in the test by selecting PAUSE after answering an item. Please raise your hand if you need a break and ask permission before selecting PAUSE.

If you pause your test for more than 20 minutes, you will not be able to go back and change your answers, even the ones you marked for review. You may check your answers to any questions before you pause your test.

Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking. If you still have a cell phone or an electronic device, please turn it off, raise your hand and I will come and collect it before the test begins.

If you finish your test early, review your answers. Once you have done so, submit your test and log out. You must sit quietly in your seat until dismissed. You may not use the computer for any reason.

We have [x] minutes to work on this test today. I will let you know when there are 10 minutes remaining in the session. Begin to log in now.

| 9. Approve students for testing. | Students can now log in using their first names, 10-digit State Student Identification Numbers (SSIDs), and Session ID. After students log in, you will see a box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed to their test without the approval of the Test Administrator. Select the "Approvals" button in the upper right corner of the page to approve the waiting students. After carefully checking each student's designated supports and accommodations, and opportunity number for the online HSA Science (NGSS) Assessment, you can select the "Approve" button for each individual student. Or you can select the "Approve All" button to approve all of your students at once. Be careful using the "Approve All" feature. If you approve a student or group of students for the wrong online HSA Science (NGSS) Assessment opportunity number, |
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this opportunity cannot be reset for administration on a later date during the testing window. The student or group of students must complete this online HSA Science (NGSS) Assessment opportunity within 45 calendar days after they are approved to begin the assessment.

**SAY:** Now we are ready to log in. Once you have logged in, you will have to wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information.

Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test session ID. Raise your hand if you need help typing this information on your keyboard.

Please do not share your SSID with anyone. This is private information.

Now select "Sign In." Once you have successfully logged in, you will see a screen with your first name and other information about you. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.

On the next screen, select the [INSERT NAME OF TEST (i.e., HSA Science (NGSS) Assessment)], and then select START TEST. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. This step helps ensure that you are taking the correct test. Please wait quietly while I verify each of your tests.

After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.

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**[The following should be read for students testing in HSA Science or Biology 1]**

**SAY:** Next you may see a screen that prompts you to verify that the sound and video player on your computer is working. If you do, put your headsets on and select the play icon in the center of the video screen to play the short video and hear the sound. If the video plays and you hear the sound, select [I could play the video and sound]. If not, raise your hand.

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**SAY:** Before your test appears, you will see a tutorial page listing the test tools and buttons that you may use during the test or that will appear on the test. Please read this carefully. You can also find this information during your test by selecting the HELP button in the top right corner. When you are ready to begin your test, select BEGIN TEST NOW at the bottom of the page.

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| 10. Monitor student progress. | Once your students have been approved, you will see a list of students who are currently testing in the session, and you can view which questions they have answered, as well as how long their tests have been paused. |
| | Circulate through the testing room to ensure that all conditions of test security are maintained. |
| | If you notice that a student is off task, you may read the statement below **verbatim**. |
| | **SAY:** It is important that you do your best. Do you need to pause the test and take a break? |
| | **NOTE:** If a student is not actively engaged with the test, the TA may pause the student's test and should consult with the TC to determine if additional test sessions are appropriate. TAs are not required to provide additional test sessions for a student who has exceeded the average test taking time and is not actively engaged with the test. |
| | If a student is concerned about an item, you may direct the student to review a tutorial by reading the script below **verbatim**. |
| | **SAY:** Try your best and choose the answer that makes the most sense to you. If you are unsure about how a question works, you can select Tutorial from the context menu to view a short video. |
| 11. Give students an alert before the end of the test session. | **SAY:** There are 10 minutes remaining in this test session. If you have not reached the last question on the test, please answer the current question on your screen and stop. |
| | You may review any completed or marked items now. Do not submit your test unless you have answered all of the questions. If you have not finished the test, you will have a chance to answer the rest of the test questions on another day. |
| | If you need additional time let me know. |
| | After answering the last item in each segment, each student is presented with a screen prompting him or her to review answers (marked and unmarked) for all items available to the student or prior to submitting the test. |
| | After answering the last question and reviewing any marked test questions, students must pause or submit their tests. If students would like to review their answers before submitting their test, they should select [Review My Answers] and then [Submit Test for Scoring] after they finish reviewing. Once a student selects [Submit Test for Scoring], the student will not be able to review answers. Students must then select [Log Out] to exit the testing site. Students who have not finished can select [Pause]. |

| 12. End the session and log out. | **SAY:** The test session is now over. If you have not finished, please answer the current question on your screen and select [**Pause**], and you will be able to finish at another time. Then select [**Log Out**]. |
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| | Follow appropriate testing policies regarding allowing students who need additional time to finish testing. Keep in mind the 20 minute pause rule; students whose test is paused for longer than 20 minutes will not be able to go back to any questions that contain a response or are marked for review. |
| | Remember, if you are not finished and need to pause your test for more than 20 minutes, you will not be able to go back to the questions from this test session, including questions marked for review. |
| | **SAY:** [**For students testing in Algebra 1 or Algebra 2**]: If you have finished all the questions on your test and have finished reviewing your answers, please carefully read the questions presented at the bottom of the item review screen, just above the [**Submit Test**] button. You should provide an answer for each question, before you select [**Submit Test**]. You will not be graded on these questions. If you have trouble reading these questions you may raise your hand and I will read them to you. Once you have answered the five questions at the bottom of the item review screen, select [**Submit Test**]. You will then see your score. Please keep this information to yourself. Then select [**Log Out**]. I will now collect any scratch paper and other materials. Please be sure your name is written on your scratch paper. |
| | **SAY:** [**For students testing in HSA Science or Biology 1**]: If you have finished all the questions on your test and have finished reviewing your answers, please carefully read the questions presented at the bottom of the item review screen, just above the [**Submit Test**] button. You should provide an answer for each question, before you select [**Submit Test**]. You will not be graded on these questions. If you have trouble reading these questions you may raise your hand and I will read them to you. Once you have answered the five questions at the bottom of the item review screen, select [**Submit Test**]. Then select [**Log Out**]. I will now collect any scratch paper and other materials. Please be sure your name is written on your scratch paper. |
| | TAs should select [**Stop Session**] to end the test session and pause any student test in the session that is still in progress. When finished, TAs can log out of the TA Interface by selecting the [**Logout**] button at the top right. TAs should also collect any scratch paper. |
| 13. Collect any used paper or other materials. | Scratch paper and other handouts that students have written on *must be shredded* and disposed of immediately after each test session. Refer to the test security guidelines in the *HSA Science (NGSS) Assessments and EOC Exams Test Administration Manua*l for additional information. |