



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**

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HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

June 29, 2022

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: Cara Tanimura *Cara Tanimura*  
Interim Assistant Superintendent

SUBJECT: **Quality Assurance and Assessment Monitoring Site Visits**

The Assessment Section of the Office of Strategy, Innovation and Performance conducts annual Quality Assurance (QA) and Assessment Monitoring site visits to ensure test administration integrity, improve school guidance and support, and to comply with United States Department of Education requirements for statewide testing. Site visits allow the Assessment Section staff and designees to meet with school-level staff who coordinate and administer Hawaii's statewide assessments.

Quality Assurance (QA) Site Visit

- Identify and discuss best practices and areas in need of support in the coordination and administration of statewide assessments.
- Are informational in nature and provide opportunities for the Assessment Section staff and designees to assess the effectiveness of training materials and to obtain feedback on how support may be improved. Feedback and shared best practices are welcome as this input can then be used in future training and guidance materials so that others may benefit from the information shared.
- Provide the opportunity for school-level staff members to develop clarity about statewide testing requirements and to effectively plan for implementation.

A QA site visit may occur at any time during the school year. Schools are selected for QA site visits randomly or based upon prior test administration practices that have been noted for exceptionality. The principal is notified that their school has been selected for a QA site visit and an Assessment Section staff member works with the school test coordinator to plan the visit. A summary of the QA site visit will be available to the principal upon request.

### Assessment Monitoring Site Visits

In order to ensure that all statewide assessments are being administered appropriately to all students, including those with an IEP/504 plan, the provision of designated supports and accommodations is monitored during test administration. The Assessment Section conducts annual Assessment Monitoring Site Visits during statewide assessment test windows.

The Assessment Monitoring Site Visits provide opportunities to

- Observe live test administrations and gather information from school test coordinators about state assessment administration training, management, and practices.
- View the testing process in action as well as identify practices and policies where improvements can be made. The information gathered during these visits is used to improve the testing experience of all those involved, to ensure the equity of access to statewide assessments, and to ensure the validity and reliability of the assessment results.

During Assessment Monitoring Site Visits, an Assessment Section staff member or designee observes the extent to which school practices align with state assessment policies and guidance. The Assessment Section staff member or designee will monitor whether:

- all cell phones and other electronic devices are stored in a secure location and not accessed at any time by students or adults during testing;
- bulletin boards, posters and other materials containing content-related information are not visible in the testing room;
- students are properly seated in the testing room and engaged in the testing process;
- test administrators are following guidance provided in the Test Administration Manual (e.g., reading the appropriate test directions);
- documentation exists of test administrator/proctor trainings such as sign-in sheet lists indicating dates and time of the trainings;
- students who require test accommodations are provided those accommodations;
- students who require designated supports (or other accessibility features, e.g., administrative considerations for the WIDA ACCESS) are provided those supports;
- test administrators and proctors do not interfere with or prompt student responses in any manner;
- test administrators and proctors do not restrict student progress during test sessions (i.e., students should not be told to answer only a limited number of questions within a test session);
- test administrators and proctors actively engage in monitoring of students during testing;
- test administrators properly distribute, collect, and store secure test materials, such as test tickets and scratch paper;
- remote test administration sessions are properly set up and students have secondary electronic devices in place to record the test session; and

remote test administration sessions are properly conducted, with both audio and video enabled on both the test administrator and student devices.

Schools are selected for Assessment Monitoring Site Visits based on several factors. Some schools are selected randomly while others are selected based on test administration concerns noted in prior years. Since any school may be selected for a site visit, all public and public 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, KĀ'EO, The ACT, and the WIDA ACCESS

for ELLs assessments at any time during the respective testing windows (including the remote administration of assessments, if applicable). Assessment Monitoring Site Visits may be unannounced or arranged with minimal lead time to ensure that typical test practices are observed, which will be used to improve test coordinator and test administrator trainings and materials. A summary of the site visit will be made available to the principal upon request.

In light of the COVID-19 pandemic, QA and Assessment Monitoring Site Visits will be conducted following all Department and school safety protocols. In order to accommodate schools that are utilizing alternate schedules (such as hybrid learning or A/B schedules for testing), identified schools should submit their testing schedules as soon as possible so the Assessment Section staff and designees can plan accordingly.

If you have any questions, please contact Bruce Hirotsu, Assessment Section, at (808) 307-3636 or via email at [bruce.hirotsu@k12.hi.us](mailto:bruce.hirotsu@k12.hi.us).

CT:bh

c: Hawaii State Public Charter School Commission  
Assessment and Accountability Branch