

Information for Requesting Paper/Pencil HSA Materials for Students Receiving Services at On-Island and Off-Island Sites

Students at an on-island site are those who are receiving services at a site that is on the same island as the school where they are enrolled. Students tested at on-island sites may be given the HSA assessments in an online or paper/pencil format.

For students receiving services at an on-island site:

- Principals or Test Coordinators should determine whether there is a Department of Education employee at the site who can administer the assessments, per the requirements in Table 4 on page 8 of the *Test Administration Manual* that is located on the “Resources” page of the HSA portal. If there is a Department of Education employee at the site, the Test Coordinator at the home school must train this person in the security and administration procedures, and the person must take the Online TA Certification course. The home school will need to provide two laptops with secure browsers installed for the student and TA to use, or the Test Coordinator must request paper/pencil content area assessments if an Internet connection is not available at the site, using the *On-Island Site Request Form for Paper/Pencil HSA* that is found in Appendix H of the *Test Administration Manual*.
- If a Department of Education employee is not available at the site, the school principal must identify a school-level staff member who meets the Test Administrator requirements or ask the Complex Area Superintendent to identify a complex area Department of Education staff member who meets the Test Administrator requirements to test the student at the site. The home school will need to provide two laptops with secure browsers installed for the student and TA to use, or request paper/pencil content area assessments if an Internet connection is not available at the site using the Appendix H form.

Students at an off-island site are those who are receiving services at a site that is not on the same island as the school where they are enrolled. All students tested at off-island sites will be given the HSA assessments in a paper/pencil format.

For students receiving services at an off-island site, Test Coordinators must complete the *Off-Island Testing Request Form for HSA Assessments* that is found in Appendix I of the *Test Administration Manual*, to request assistance with having the student tested. The Student Assessment Section will identify an appropriate Department of Education staff person who can administer the Online Hawaii State Assessments to the student at the site.

Both the *On-Island Site Request Form for Paper/Pencil HSA* and the *Off-Island Testing Request Form for HSA Assessments* must be faxed to the Student Assessment Section at 808-733-4483 for the Department’s review and approval. Please allow at least five business days for the approval and shipment of all paper/pencil test materials.