

TEST ADMINISTRATION MANUAL FOR THE KAIAPUNI ASSESSMENT OF EDUCATIONAL OUTCOMES (KĀ'EO) 2016

School Administrator/Test Coordinator/
Test Administrators

Abstract

This document describes the test administration procedures for the operational and field tests of the 2016 Kaiapuni Assessment of Educational Outcomes (KĀ'EO). The guidelines presented were based on Administration Procedures for the Hawaiian Aligned Portfolio Assessment (HAPA), Hawaii State Science Assessment in Hawaiian and End-of-Course Exams. If you have questions or concerns, please do not hesitate to contact the Help Desk at kaiapuni@hawaii.edu or 808-956-7834

University of Hawai'i Mānoa
Ka Papahana Loiloi Kaiapuni

Purpose of the Kaiapuni Assessment of Educational Outcomes (KĀ'EO) Language Arts and Mathematics Assessments and Science Field Test.

The purpose of this administration of the KĀ'EO is twofold. First, the operational test in 3rd and 4th grade in Hawaiian language arts and mathematics will assess the educational outcomes of 3rd and 4th grade Kaiapuni students in a reliable, valid, and fair way. To ensure this, the operational assessments are comprised of items and processes field tested during 2015.

Achievement scores generated from the Language Arts and Mathematics test will count towards schools' Strive HI scores (for information on Strive HI scores see:

<http://www.hawaiipublicschools.org/VisionForSuccess/AdvancingEducation/StriveHIPerformanceSystem/Pages/Strive-HI-System-Index.aspx>). In contrast, the purpose of the administration of the Kaiapuni Science field test is to try out the proposed items. ***It is important to note that no student scores will be generated for the administration of the Science field test.*** We are only trying out the administration procedures and the test items.

Test Window

The test window for the Language Arts and Math operational assessment is: April 18th, 2016 to May 26th, 2016. The test window for the science field test is May 2nd, 2016 to May 26th, 2016.

Test Format

The test format will include multiple choice and constructed response (open-ended) items for both the language arts and mathematics operational tests and the science field test. The writing portion of the language arts test will include a performance task item that will guide students in writing a passage. All three tests will be accessible through the same online format and can be scheduled to be taken as each school's Testing Coordinator sees fit. Students should not approach the field tests and operational tests any differently.

The operational and field tests will be administered in an online fixed format using a computer. This allows students to use different features (e.g., adjust audio volume) to more easily access the test material. Students will be allowed to magnify or increase the size of the text and graphics using the menu functions on their browser and mark questions that they would like to review later in the session.

Each operational and field test is divided by its subject area (Hawaiian Language Arts, Mathematics, or Science). Students may take as much time as needed to complete the online assessments. Testing may be split across multiple sessions on multiple days so that the testing does not interfere with class schedules. As a general guideline, schools should schedule 4 1-hour sessions for each subject area, but more or less time can be used depending on the progress of each student and the schedule of the school. However, the assessments must be completed within the testing window.

Important: Please note that for test security purposes, once a student has started a test session they must answer all questions they have attempted while logged in. Students will be allowed to go back and check their answers to previous questions viewed during that login session. However, once the testing session ends or the student logs out he or she will not have access to questions they have already seen, regardless of the reason or state of completion of the question. Questions they have not seen will still be available to them during the next testing session. Students are not allowed to discuss the operational or field tests. Students are not allowed to navigate to other websites while they are taking any part of the assessment.

Contact Information

The testing program has established a Help Desk that is staffed by English and Hawaiian speakers. The Help Desk will be staffed Monday through Friday 8:00AM to 3:30PM (with the exception of University of Hawai'i holidays). Help Desk staff will respond to your questions as quickly as possible. These personnel are trained to address your questions about aspects of the test administration both technical and logistical.

- The Help Desk phone number is: 808-956-7834
- The Help Desk email is: kaiapuni@hawaii.edu
- The website is: <https://kaiapuni-wp.coe.hawaii.edu/kumu>
- Physical Address:

Hawaiian Immersion Assessment Project
Attn: Pōhai Kukea Shultz
1776 University Avenue, Everly 126
Honolulu, HI 96822

For questions about the content and purpose of the 2016 Hawaiian Immersion Assessment Project, please visit our website at: <https://kaiapuni-wp.coe.hawaii.edu/kumu> or contact the project staff at the University of Hawai'i, Mānoa: kaiapuni@hawaii.edu.

Contents

Purpose of the Kaiapuni Assessment of Educational Outcomes (KĀ'EO) Language Arts and Mathematics Assessments and Science Field Test	1
Test Window	1
Test Format	1
Contact Information	2
Overview of the Assessment Program	5
Overview of the Manual	6
Key Dates	6
Key Personnel	7
School Administrator	8
Test Coordinator	8
Before testing	9
During the testing	10
After the testing	10
Test Administrator	11
Before the testing	11
During the testing	12
After the testing	12
Testing Environment and Security	13
Testing Incidents	13
Reporting Testing Incidents	14
Student Confidentiality	15
Student Identifiers	15
Test Security	16
Student Participation	16
Exempt Students	16
Medical emergency	16
Test Features	16
Language	17
Accommodations Information	17
Testing Conditions	18
Prepare Students: Practice Test	20

Administration Procedures.....	20
Generate Login Information	21
Launch Secure Browsers.....	26
E Heluhelu I Nā 'Ōkuhi E Alaka'i Ai i ka Hō'ike	26
Ka 'Ōlelo Alaka'i Hō'ike.....	26
After Testing	28
Materials.....	28
Make-up testing.....	28
Submitting Documents to the University of Hawai'i	28
Frequently Asked Questions.....	29
Appendix A: Test Security and Administration Procedures Acknowledgement and Identification of Test Coordinators and Test Administrators Form	31
Appendix B: Accommodations Documentation Form	32
Appendix C: Additional Accommodation Request Form	34
Appendix D: Acceptable Test Materials List	36
Appendix E: Testing Incident Report	37
Appendix F: Online System Requirements for the Hawaiian Immersion Assessment Project Tests	38
Appendix G: Test Completion Template.....	41
Appendix H: Checklist for Submitting Final Documentation	42

Overview of the Assessment Program

The Kaiapuni Assessment of Educational Outcomes (KĀ'EO) assessment program was developed to test 3rd and 4th graders on skills and knowledge based on Kaiapuni Standards. Hawaiian Language Immersion Program (HLIP) teachers and other educators from across the state developed these standards to set high expectations for what our students should be able to know and do in each grade level. These rigorous standards will ensure that students are ready for college or a career after high school. Educators from Hawaiian Language Immersion Program schools across the state used these standards as a foundation by which to develop the items included in the language arts and mathematics operational tests and the science field test. These test items were created based solely on the Kaiapuni Standards and were written and revised in Hawaiian. None of the items have been translated from English and as such, these items are sensitive to the needs of and prioritize the academics for our students.

This assessment program also helps us ensure that Hawaiian Language Immersion Program (HLIP) schools are meeting the testing requirements necessary under the Every Student Succeeds Act (ESSA). This legislation requires that all states assess students in specific grades and subject areas. This assessment will address those requirements for 3rd and 4th grade HLIP students in reading, writing, mathematics, and science. The Hawaiian Language Arts assessment is based solely on the Kaiapuni LA Standards, however, a crosswalk between the Common Core State Standards in LA (CCSS) and the Kaiapuni LA Standards was developed to demonstrate their alignment. The Mathematics assessment is based on CCSS, with additional standards to include Hawaiian mathematical knowledge. The Kaiapuni Science assessment is based solely on the Kaiapuni Science Standards, however, a crosswalk between the Next Generation Science Standards (NGSS) and the Kaiapuni Science Standards is being developed to demonstrate their alignment. Copies of the Standards and used for these assessments can be found at <https://kaiapuni-wp.coe.hawaii.edu/kumu>.

Last year's field test administration of LA and Mathematics was a trial year. It allowed us to 'try out' the items to make sure they are the highest quality. The subsequent data allowed for in depth analyses and review of each item. We also tested the administration procedures to make sure the field tests could be implemented successfully. Because of these rigorous processes and the great contributions of each school in supporting last year's field test, we are ready to implement the operational tests for LA and Mathematics and generate scores. Achievement scores generated from the Language Arts and Mathematics test will count towards schools' Strive HI scores (for information on Strive HI scores see: <http://www.hawaiipublicschools.org/VisionForSuccess/AdvancingEducation/StriveHIPerformanceSystem/Pages/Strive-HI-System-Index.aspx>). It is important that students take these tests seriously.

Following the same process as the 2015 LA and Mathematics tests, this year's administration of the Kaiapuni Science field test is a trial year. Like last year's field tests, it will allow us to try out the items to make sure they are the highest quality and ensure the science field test can be implemented successfully. However, it is important that students take the science field test seriously and that these administration guidelines are followed just like it was an actual test. This will help us evaluate how the test functions. Please note, that we will not generate student scores or school scores for the science field test, but scores will be generated for the operational LA and Mathematics tests.

Thank you so much in advance for your assistance and dedication to Ka Papahana Loiloi Kaiapuni!

Overview of the Manual

The purpose of this manual is to provide guidance to school staff about the administration of the Kaiapuni Assessment of Educational Outcomes (KĀ'EO). The guidelines in this manual will help ensure that the operational and field tests are administered in a consistent and secure manner across all the participating schools.

All HLIP school administrators and school staff who are Test Coordinators or Test Administrators should review the details presented in this manual. We recognize that this is only the second year for this assessment program and as such we know that you will have questions. Please refer to the <https://kaiapuni-wp.coe.hawaii.edu/kumu> website where we will have an updated 'Frequently Asked Questions' page. We will post questions that have been asked by you and your colleagues from across the state. We will supply corresponding answers to those questions. If you have a question that has not yet been addressed on the FAQ page, please do not hesitate to reach out to the Help Desk at kaiapuni@hawaii.edu or 808-956-7834.

Key Dates

- **April 4th**: Schools receive student rosters of those students who the state has identified as participating in the operational and field tests. Schools will need to check this roster against their records to ensure that it accurately reflects **all 3rd and 4th grade students**. If there is a discrepancy, The Test Coordinator must contact UH staff.
- **April 8th**: School administrators must identify Test Coordinators and ensure they are trained. All Test Administrators names and emails need to be sent to kaiapuni@hawaii.edu so that their credentials can be entered into the system.
- **April 8th**: UH staff provides a training video for all Test Coordinators and Test Administrators on the testing procedures. The video will be recorded and placed on line at <https://kaiapuni-wp.coe.hawaii.edu/kumu>. All school administrators, Test

Coordinators, and Test Administrators **MUST** watch the training video before the school begins testing.

- **April 8th**: A Test Administration Guide will be posted on <https://kaiapuni-wp.coe.hawaii.edu/kumu> that describes the technical requirements for administering the operational field tests for Testing Coordinators and Administrators. Please work with your school's technology staff person to review your systems to ensure it meets the requirements.
- **No later than April 11th**: The school administrator (usually the principal) identifies the Test Coordinator. The Test Coordinator identifies the Test Administrators.
- **No later than April 11th**: School administrator (usually the principal) establishes the testing schedule. The schedule is communicated to the Test Coordinator and Test Administrator.
- **During the week of April 11th – April 15th**: A live webinar on testing procedures and functionality of the assessments will be available to all Test Coordinators and Administrators, where questions can be answered about the administration of the assessment. It is highly recommended that at least one representative from each school attend this virtual meeting.
- **April 18th**: The test window starts for the Language Arts and Math assessments.
- **May 2nd**: The test window starts for the Science assessment.
- **April 18th – May 26th**: Test Coordinator monitors the test schedule and ensures that 3rd and 4th grade students are progressing on the completion of the tests.
- **May 26th**: The test window ends.
- **No later than May 27th**: Submit any final paperwork to UH staff (e.g., Accommodation forms). A checklist is provided in the Appendix of all forms and documents that must be submitted to UH staff.

Key Personnel

This guide includes administration procedures for the school administrator, Test Coordinator and Test Administrators. The school administrator is responsible for the overall implementation of the procedures in this manual including establishing the test schedule and designating the Test Coordinator. The Test Coordinator is the member of the school staff who is responsible for ensuring that Test Administrators are trained and follow administration procedures, ensures the security of the tests, and facilitates the overall school level administration. The Test Administrator is the member of the school staff who works directly with students to administer the tests. This person reads directions, makes sure that there are no improprieties (e.g., cheating), and adheres to the assessment testing schedule. These roles and responsibilities are outlined further in the text below. The Test Coordinator and Test Administrator roles are broken into responsibilities before, during, and after the tests.

School Administrator

The school administrator (usually the school principal) is a key participant in the testing process. The school administrator is required to ensure all testing procedures are followed and implemented according to this manual and the operational and field test training. School administrators must:

- 1. Assign Test Coordinator:** The school administrator will designate a staff member to serve as the Test Coordinator. The Test Coordinator will be a member of the school staff with no instructional duties (e.g., assistant principal, technology coordinator). The school administrator will also ensure the Test Coordinator has completed the training video and signed the Test Security and Administration Procedures Acknowledgement and Identification of Test Coordinators and Test Administrators Form in Appendix A: Test Security and Administration Procedures Acknowledgement and Identification of Test Coordinators and Test Administrators Form.
- 2. Testing Schedule:** The school administrator will establish a testing schedule. The schedule can consist of as many sessions as are necessary for the students to finish the assessment. There is no time limit for these assessments, but students must finish all assessments within the established testing window. As a general guideline, it is recommended that 4 1-hour sessions be scheduled for each subject area, however, more or less time should be given depending on the progress of students on the tests and the school's schedule.
- 3. Testing Incidents:** The school administrator must oversee the documentation of any testing incidents (using the Testing Incident Report in Appendix E)
- 4. Assessment Program Survey:** As stated earlier, the 2016 administration is both an operational assessment in LA and mathematics; and field test of science items and administration procedures. It is extremely important that we gather feedback from participating school staff. During the Test Window, you will be sent an electronic survey. This survey is completely anonymous and voluntary. However, it would greatly support our efforts and the continuous improvement of the program, if you provided feedback to us via the survey. You will also be sent a link to forward to your school staff who participated so that we can obtain their feedback as well.

Test Coordinator

The Test Coordinator must be an employee of the school where the testing will occur and is designated by the school administrator. The Test Coordinator must be a staff member with no instructional duties such as a school administrator, counselor or technology coordinator. This section is broken into Test Coordinator responsibilities that occur before, during, and after the tests.

Before testing

The following responsibilities are to be completed by the Test Coordinator:

1. **Identify and Train Test Administrators:** Ensure that all Test Administrators have been trained in the administration of the operational assessments and field tests. Training includes reading the policies and procedures in this manual and watching the training video posted on the <https://kaiapuni-wp.coe.hawaii.edu/kumu> website. The Test Coordinator will also have the opportunity to call in to the live webinar training. Test Coordinators should ensure that Test Administrators have no outstanding questions.
2. **Communication with Families:** The Test Coordinator will also be the point of contact for any questions that arise from parents about the operational assessments or field tests.
3. **Review the Testing Schedule:** The school administrator will establish the testing schedule, which the Test Coordinator will review and approve.
4. **Reviewing student rosters and log in information:** Each school will receive a list of students who are eligible to participate in the administration of the 2016 tests. The Test Coordinator will need to review these materials and report any discrepancies.
 - a. The Test Coordinator should review the rosters of students that are provided by the state to ensure all 3rd and 4th grade students are listed and have log in information. Immediately notify the UH Help Desk if any student who is currently enrolled in the school is not listed on the roster or if there are students listed on the roster who are no longer enrolled. If necessary, the UH Help Desk will generate a new student record with log in information so that the student will have access to the tests.
5. **Submit a list of all Test Administrators:** Test Coordinators will need to submit full legal names and emails addresses for all individuals who have been identified as Test Administrators for the school to kaiapuni@hawaii.edu. This list needs to be submitted prior to the testing window. After this list is received, the Test Administrators will receive the login information, further instructions for receiving their passwords, and information about distributing passwords to students. This process will also be thoroughly explained in all training videos and webinars.
6. **Test Security:** The Test Coordinator will ensure that the student roster and log in materials are secured at all times and stored in a locked location when not being used.
 - a. Test Coordinators will also sign and ensure that Test Administrators sign the Test Security and Administration Procedures Acknowledgement and Identification of Test Coordinators and Test Administrators Form (Appendix A).
7. **Assist Teachers and Test Administrators with identifying appropriate accommodations for students.** A list of accommodations is provided in Appendix B. Please review the list and preliminarily identify accommodations for students who are eligible. If additional

types of accommodations are needed, please use the Additional Accommodation Request Form in Appendix C to request them.

8. **Verify availability of test materials:** Ensure that all needed materials are available including computers with Internet access and headphones, scratch paper (see Appendix D: Acceptable Test Materials List). The Test Coordinator will also ensure that any materials needed for students' accommodations are available.
9. **Verify Technology Requirements:** The Test Coordinator will work with the school's technology staff to ensure the technology requirements are sufficient (See Technology Requirements document in Appendix F of this Test Administration Guide).
10. **Conduct practice tests:** The Test Coordinator will also ensure that students and teachers have had the opportunity to complete the sample questions to test the system. The sample questions also allow students to 'try out' some items that might be similar to those on the field tests. The practice tests can be found at <https://kaiapuni.coe.hawaii.edu>.

During the testing

The following responsibilities are to be completed by the Test Coordinator during the operational and field tests:

1. **Monitor the Progress of the Operational and Field Tests:** The Test Coordinator will ensure that participating students are making progress through the test sessions in a timely manner and according to the schedule provided by the school administrator.
2. **Monitor Policies and Procedures:** The Test Coordinator will ensure that the Test Administrators follow all the policies in this manual. He/she will also address any testing questions that may arise from the Test Administrator, teachers, or families.
3. **Monitor Technology Needs:** The Test Coordinator will ensure that there are sufficient numbers of computers available for the number of students needing to be tested at a given session.
4. **Accommodations:** The Test Coordinator will ensure that students are provided with appropriate accommodations and such accommodations are documented on the Accommodations Information and Documentation Form (Appendix B).
5. **Monitor and Report any Testing Incidents:** The Test Coordinator will work with Test Administrators to record any discrepancies or deviations in test administration. All incidents need to be recorded on the Testing Incident Report in Appendix E.

After the testing

After students have completed the designated tests, the Test Coordinator shall:

1. **Test Completion:** The Test Coordinator will ensure that all participating students have completed the operational and field tests during the test window.

2. **Submit Final Documentation:** Test Coordinators will need to complete documentation and send these documents to UH staff (e.g., Accommodation Documentation, Testing Incident Report). Some of these documents may have been scanned and emailed to UH staff during the test window. Final hardcopy versions of these documents must be submitted to the UH staff. Please see (Appendix H: Checklist for Submitting Final Documentation) for a complete list of documents and the submission information.
3. **At the end of the test window send hard copy forms to:**
 - Hawaiian Immersion Assessment Project
 - Attn: Pōhai Kukea Shultz
 - 1776 University Avenue, Everly 126
 - Honolulu, HI 96822
4. **Assessment Program Survey:** As stated earlier, the 2016 administration is an operational test for math and LA; and a field test of science items and administration procedures. It is extremely important that we gather feedback from participating school staff. During the Test Window, we will send a link to a web based survey to your school administrator. Your administrator should forward the link to you. This survey is completely anonymous and voluntary. However, it would greatly support our efforts and the continuous improvement of the program, if you provided feedback to us via the survey.

Test Administrator

The Test Administrator must be an employee of the school where the students are being tested. The Test Administrator can be a school administrator (e.g., assistant principal), teacher (e.g., grade level teacher), counselor, technology coordinator, or coach. The Test Coordinator may serve as a Test Administrator as long as they have been trained in both capacities. The Test Administrator may not be a parent, community member, or other non-school personnel.

Before the testing

1. **Training:** All Test Administrators must be trained in administration procedures by watching the UH training video. It is also highly recommended that Test Administrators attend the webinar, so that all questions can be answered about the administration of the assessment. They must also read through this manual and sign the Test Security and Administration Procedures Acknowledgement and Identification of Test Coordinators and Test Administrators Form provided in Appendix A. If questions arise, these should be discussed with the Test Coordinator.
2. **Prepare the Test Setting:** The room where testing occurs needs to be free from all instructional materials or other materials that may relate to the Common Core Standards, the Kaiapuni Standards, or Hawaiian Immersion Assessment Project. See Appendix D for a list of materials that students may use or access.

- 3. Accommodations:** The Test Administrator must work with the students' classroom teacher to identify any accommodations that the students currently use in the classroom and are allowed on the operational and field tests (see Appendix B for accommodations). If an IDEA eligible or 504 student with an IEP or 504 plan uses an accommodation that is not listed in the plan and the school staff who work with the student would like to use the accommodation, they will need to complete the Additional Accommodation Request Form in Appendix C. The paperwork must be submitted to UH staff who will review and approve or deny the accommodation.

During the testing

- 1. Accommodations:** If students have approved accommodations, the Test Administrator must ensure that these are provided to the student and documented accordingly.
- 2. Generate student codes or passwords:** The responsibility for giving students passwords for each session lies with the test administrator. For enhanced security, new codes/passwords must be given out to students for every testing session. Further instructions on generating codes/passwords is in the Administration Procedures of this document, on the training video and will be covered in the webinar.
- 3. Administer the Tests:** The Test Administrator must administer the operational and field tests in the manner set forth in this manual. This includes reading the Test Directions script provided in the administration instructions below (see Administration Procedures section) and providing login codes to students. The Test Administrator should also ensure that students are not navigating to other websites during the assessment.
- 4. Report incidents:** Any testing incident must be reported in a timely manner according to the type and severity of the incident (for more information, see Testing Incidents section)

After the testing

- 1. Test Security and Confidentiality:** At the end of the test session, the Test Administrator must collect all materials and shred any scratch paper that students have used. They must also secure any student identifying information (e.g., log in information).
- 2. Conduct any make-up operational or field test sessions as designated by the Test Coordinator:** If students cannot complete a test during the designated session, a make-up test must be scheduled. Similarly, if a student is absent during the scheduled session, a makeup session must be scheduled for the student.
- 3. Assessment Program Survey:** As stated earlier, the 2016 administration is an operational assessment of math and LA; and a field test of science items and administration procedures. It is extremely important that we gather feedback from participating school staff. During the Test Window, we will send a link to a web based survey to your school administrator. Your administrator will forward the link to you. This survey is completely anonymous and voluntary. However, it would greatly support our

efforts and continuous improvement of the program, if you provided feedback to us via the survey.

Testing Environment and Security

Maintaining Security and Understanding the Consequences

The security of assessment instruments and the confidentiality of student information are vital to maintaining the integrity of the assessments and the reliability of the results. Due to the importance of test security for all of the Hawai'i Department of Education's statewide student assessments, the following measures will be in place during the 2015-2016 school year:

1. A test security audit will be carried out to ensure that the current processes and procedures reflect best practices.
2. Student scoring patterns will be electronically monitored throughout the testing windows to identify and detect possible cheating and other irregularities. Consultation with the principal and test coordinator will take place as necessary when potential problems are identified.
3. Teams will conduct on-site monitoring of schools at various times during testing windows to verify adherence to test administration procedures and provision of appropriate test accommodations for identified students.

If testing incidents occur during administration of an assessment, the Department of Education may invalidate impacted assessments that have been wholly or partially completed. However, invalidation will not occur automatically. The Department will not invalidate an assessment until it verifies the facts associated with the alleged testing incident with the School Administrator and Test Coordinator.

Testing Incidents

A testing incident is any disruption in the stated testing procedures that might have any impact on the integrity of the test scores. Three types of testing incidents may occur and all should be reported using the Testing Incident Report in Appendix E. These three categories are as follows:

Test Impropriety: These incidents may include one or more students and have only a small chance of impacting test results and interpretability. These include students talking, making gestures that disturb other students, students accessing the internet or electronic devices for purposes that do not involve cheating, teachers leaving instructional materials on the wall.

Irregularities: These are incidents that occur that effect one or more students which may impact test scores or results. These incidents include such behaviors as students cheating, disruptions to a test environment (e.g., fire drill, electrical failure), administrators providing incorrect instructions, administrators providing a test participants login information to another user, students receiving incorrect instructions, test administrators coaching students, or administrators providing test materials that are not on the approved list of materials.

Breaches: Breaches are serious incidents that could threaten the validity of the test scores. IF YOU FEEL YOUR SCHOOL HAS HAD A BREACH INCIDENT, IMMEDIATELY REPORT THE BREACH TO THE HELP DESK STAFF AT THE UNIVERSITY OF HAWAI‘I. Examples of breaches include any school staff member who alters one or more students' test responses, students using cellphones to take pictures of assessment items, unapproved printing of test items or reading passages, any retention or distribution of test responses/answers (this includes improper shredding of scratch paper, any reproduction of test materials, and removing any test materials from the test environment¹.

Some common testing incidents and specific procedures are described below.

- If a student becomes ill or has a medical emergency, the Test Administrator should assist the student in logging out of the system. Note that any questions the student had previously answered or seen will no longer be available for access.
- If a student demonstrates behavior that is disruptive to other students, the Test Administrator should log them out of the system. The student should be removed from the test environment but be allowed to take the test at a rescheduled time. Note that any questions the student had previously answered or seen will no longer be available for access.
- In the event of a natural disaster, extended power outage, fire drill; students should follow school policies for evacuating the building. If time allows, students should log out of the system. Students will be allowed to log back into the system and complete the test at a different time or at the end of the disruption. However, any questions that the student had previously answered or seen will no longer be available for access.

Reporting Testing Incidents

It is extremely important that any and all testing incidents be reported. It is important to the interpretability of the analyses that UH assessment staff understand the type, breadth, and severity of the incident. If any school staff member observes a testing incident, it should be reported immediately to the School Administrator. If a Test Coordinator is NOT involved it should also be reported to him/her.

If it is determined that a Breach incident has occurred, it must be reported immediately to UH staff at kaiapuni@hawaii.edu. In addition, a Testing Incident Report must be completed in detail and scanned and emailed to UH staff at kaiapuni@hawaii.edu.

If school staff determines that an impropriety or irregularity has occurred, it must be reported to UH staff within 24 hours using the Testing Incident Report in Appendix E.

¹ For additional examples of testing incidents, please see the HSA Science Assessment and End-of-Course Exams Test Administration Manual (p. 11-13) under the “Test Administration Documents” heading on the HSA Science Resources page at alohahsap.org

With any incident UH staff will review the documentation and report any conclusions or dispositions to the school Test Coordinator and school administrator.

Student Confidentiality

Federal law prohibits releasing student identifiable information to the public (The Family Educational Rights and Privacy Act). Some examples that violate this policy are:

- Student test materials and reports must not be exposed in such a manner that student names can be identified with student results, except to authorized individuals with an educational need to know.
- Sending a student's name and 10-digit State Student Identification Number (SSID) together in an email message. If information must be sent via email or fax, include only the SSID, not the student's name
- Schools giving out student log in information (i.e., SSID).
- School staff giving students incorrect log in information so that they are tested under another student's identifier

Student Identifiers

Each participating Hawaiian Language Immersion Program School will receive a student roster of students who are eligible to take the 2016 operational and field tests. FERPA does not allow us to email this information together, so we are depending on each school site to locate and collect the student ID numbers to be used as the student username. If you have a student in 3rd or 4th grade who does not appear on your school roster, or a student that is no longer enrolled at your school, please notify UH staff to receive log in information for that student or delete them from the roster. Student rosters must be stored in a secure location when they are not being used.

Students will log into the test with a combination of their Student ID and an identification code generated for each student by the Test Administrator at the beginning of the testing session. Code generation is done within the test software and each code is tied directly to a student's ID number. Student ID numbers and codes may be printed on cards before each test session to ease administration.

All codes generated for a testing session are only valid for that login session. Once a student logs out a new code must be generated for that student in order for them to continue. A new code may be generated by the Test Administrator, but only for the same valid testing time as the original code. The Test Administrator can help students log in but cannot log in for them unless it is part of a student's IEP or specific accommodation.

Test Security

It is critical that test security be maintained before, during, and after the administration of the language arts and mathematics operational tests and the science field test. It is only through maintaining these procedures that we can assure that the results of the tests are useful and provide accurate information for next year's assessment.

This assessment is property of the HI Department of Education (HI DOE). It is imperative that security procedures be maintained to ensure the integrity of the tests and the data. If there are any breaches in policy, the HI DOE may take disciplinary action. Similarly, school administrators must take the appropriate disciplinary action as stated in HI DOE policies. It is also critical that student information is secured to protect the rights and privacy of students.

Student Participation

The operational and field test methods and subsequent analyses are based on a high level of student participation. Therefore, all students in grades 3 and 4 must participate in this year's administration. Please note, that off grade level testing is not possible.

During this field testing year for the science assessment only, no student or school scores will be generated. The mathematics and language arts assessments are operational and will contribute in the calculation of each school's Strive HI scores. However, it is critical that schools and students take all the tests seriously. Schools should encourage students to do their best and put forth the same effort they would in a typical assessment.

Exempt Students

If a student is a 3rd or 4th grade student at a participating school but the school staff needs to designate the student as 'EXEMPT' from taking the tests, schools must contact UH staff with the student's ID number, name, and documentation with a reason for their exemption. This should be emailed to kaiapuni@hawaii.edu as soon as the information becomes available.

Medical emergency

If a student incurs a medical emergency during the testing window and is unable to complete the tests, the Test Coordinator must contact UH assessment staff with the student's ID number, name and provided a statement from a licensed physician, osteopath, or psychologist. This should be emailed to kaiapuni@hawaii.edu as soon as the information becomes available.

Test Features

All students will have access to the following assessment features:

- **Zoom:** Students can use the magnifier feature their web browser on the tests to increase the size of the text and graphics including reading passages, items, and response options.
- **Designate a question for later review:** Students can select any question that they would like to return to for later review.
- **Adjust the volume for listening passages:** All students can adjust the volume on their headphones for the listening passages.
- **Visual Progress:** There will be a list of the question numbers at the bottom of each test where students can monitor their progress visually on the screen.

Language

Students who do not speak Hawaiian or are deemed to be more appropriately assessed in English (using ELL accessibility options as appropriate) may be administered the Smarter Balanced Assessments. These assessments are provided in English but have additional language supports such as text-to-speech, translated test directions and glossaries provided in different languages (e.g., Spanish, Tagalog, Vietnamese). If a grade 3 or 4 Hawaiian Language Immersion Program student is to be administered the Smarter Balanced Assessments, the school test coordinator is expected to notify the HI DOE Assessment Section at:

Phone: 808-733-4100

Fax: 808-733-4483

Email: HSA/SAS/HIDOE@notes.k12.hi.us

Accommodations Information

The following accommodations and policies are based on the 2014-15 Hawai'i State Science Assessment for 4th grade and End-of-Course Exams Test Administration Manual.

Assessment accommodations may be provided by school staff for students who are IDEA eligible or 504, and have an IEP or 504 plan. School staff must use the guidelines for determining an accommodation as follows:

- The accommodation is based on the student's learning needs
- The accommodation is one that is currently used by the student in the classroom
- School staff that work with the student agree on the accommodation
- The accommodation is stipulated in the student's IEP or 504 plan

For each student who receives an accommodation, the Test Administrator must complete an Accommodation Documentation Form in Appendix B.

Students who are eligible for approved accommodations cannot be denied accommodations.

Accommodation

1. **Interpreter:** This accommodation is provided to students who need an American Sign Language or Signed English Interpreter (based on student's current use).
2. **Read aloud to self:** The student can read the Language Arts passages and all test questions aloud to themselves in an individual test setting.
3. **Braille:** If a student requires a Braille version of the test, please contact the UH staff.
4. **Print size:** The internet browser and the View/Zoom feature can be used to adjust the size of the print of the assessment.
5. **Closed circuit TV to enlarge the print (Student must have a documented organic eye impairment).**
6. **Listening device:** Using assisted listening device. The student must have a documented hearing impairment.
7. **Scribe:** A scribe can record the student's responses but the student must have a documented orthopedic impairment (a scribe must be a trained test administrator)
8. **Background color:** The student may use a different background color on the computer screen.
9. **Template for screen:** The school may provide a screen template that reduces the visible field.
10. **Seated near Test Administrator**
11. **Tested in an individual setting**
12. **Tested in small group:** Students may be tested in groups not to exceed 8.
13. **Print on request:** If a student has a visual impairment that does not allow for using a computer screen, individual test questions may be printed upon request. A scribe must enter the student's responses into the computer. **ALL PRINTED QUESTIONS MUST BE SHREDDED IMMEDIATELY AT THE END OF THE TEST SESSION.**

If a student uses an accommodation that is not listed above, an accommodation can be requested using the Additional Accommodation Request form in Appendix C.

Testing Conditions

It is critical that all students are assessed under the same testing conditions to ensure score consistency. Students may receive additional materials listed in Appendix D Acceptable Test Materials List.

Students should be tested in an environment that allows them to focus fully on each test. This might be accomplished by testing classroom size groups of students in a room (or computer

lab) where they will not be disturbed. The room should be quiet, free of visual and noise distractions, adequate temperature control, and good lighting. Under no condition are students to be tested in the same room where other students are being provided instruction.

All instructional materials should be removed from the walls or covered. These materials include spelling and vocabulary words, multiplication tables, maps, graphs, and instructional posters. Students should be seated so that they cannot look at other students' computers or work. Place a DO NOT DISTURB sign on the door so that the test session is not interrupted.

There may be test sessions where some students finish a test before others. The Test Administrator should have materials available so that students who are finished can participate in 'quiet work'. This can include journaling, reading, or drawing. Students may not access the Internet on the computer in the testing room before, during, or after they have completed each test session.

Please note that students do not need to complete the operational and field tests in a specified time limit. Schools should schedule uninterrupted sessions as they see fit, but should schedule more than one session for each subject area. It is recommended that schools schedule 4 1-hour sessions for each subject area, but more or less time can be given to students depending on their progress on the tests and the school's schedule. However, it is also important to note that once students have read and answered a question, they cannot go back and change the answer to that question if they have logged out of the system and continue working on the test during a separate session. There are a few of scenarios where additional time may need to be allocated and they include:

- A student needs to use the bathroom during a field test session. The student must logout of the field test and be escorted by another Test Administrator to the restroom. Please note that any questions the student has seen or answered will not be accessible to them after logging out. When the student returns, he/she can log back into the test and immediately continue their work, but a new code must be generated for them to login with.
- A student has a medical emergency, is disruptive and needs to be removed, and needs to leave the testing room immediately. The Test Administrator should log the student out of the system. Please note that any questions the student has seen or answered will not be accessible to them after logging out. If the student returns at a later time, he/she can log back into the test and immediately continue their work, but a new code must be generated for them to login with. This should be documented on the Testing Incident Report and submitted to UH staff.

Prepare Students: Practice Test

The Hawaiian Language Immersion Assessment is comprised of several item types. These include multiple choice where the student selects the 'correct' answer from several possibilities; constructed response items where the student writes a short answer, and extended response where the student writes a several paragraph response on the writing assessment.

Students should be allowed to take the practice test located on the <https://kaiapuni.coe.hawaii.edu> website. This practice test will allow students to familiarize themselves with the item types and features of the assessment so that they will know what will be expected of them during the language arts and mathematics operational tests and the science field test. The following is a list of the types of questions students may see on the practice test, operational tests, and the field test:

- Multiple choice with only one possible answer
- Multiple choice with more than one possible answer
- Fill in the blank
- Sorting and ordering answers
- Matrix or matching answers
- Open ended, extended response questions

Examples of each type of question will be on the practice test, so it is very important to use the practice test as a tool to prepare students to take the field and operational tests. Administering the practice test to students will also give Test Administrators an opportunity to practice the process of giving students their passwords for each testing session. It is recommended that students **do not** use Safari to take any of the assessments as there can be issues with the playing of audio files on the Safari web browser.

Teachers should also encourage students to practice their typing and keyboarding skills to help prepare them for the extended response questions. Hawaiian fonts and diacritical marks can be used on the tests if they are enabled on a student's computer. There is also a feature on the tests where students can click letters that include kahakō and 'okina, if their computer does not have the Hawaiian font and/or keyboard enabled. This feature will be on the practice test and teachers should encourage students to become familiar with it so that they can utilize it correctly during the tests.

Administration Procedures

It is very important that schools follow consistent administration procedures during the tests. This consistency will help us ensure that the items, test, computer technology, and administration policies are functioning in a manner that will result in a high quality operational

assessment for future testing. If you are a school administrator, Test Coordinator, or Test Administer, please read these procedures carefully before the start of testing. If you have any questions or concerns please contact the Help Desk at kaiapuni@hawaii.edu.

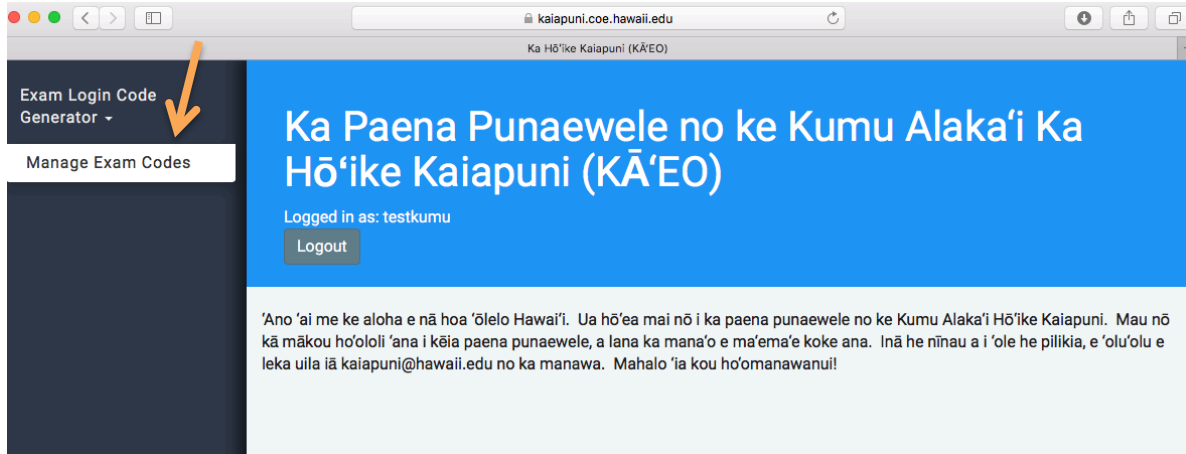
Once the Test Coordinator has established the testing schedule, Test Administrators will be asked to approve and implement the schedule. Before testing begins, make sure you have completed the online training provided by the UH staff. It can be found at <https://kaiapuni-wp.coe.hawaii.edu/kumu>. The training provides an overview of your role and responsibilities. You should administer the student practice test located at <https://kaiapuni.coe.hawaii.edu>. This practice test will give you a small sampling of the tasks that students will see on the tests and give you a sense of what they will need to do. This practice session will give them a chance to understand the functions included in the tests such as zoom, mark for later, etc. They will also be able to practice reading and responding to test items.

Finally, obtain the student roster from the Test Coordinator. The student roster should contain all students for whom you are responsible for administering the tests. The roster will include important log in information for each student including the students' full names, and a username for their login, which should be the student's school ID. Please work with the classroom teacher(s) to verify that the roster is a comprehensive and exhaustive list of all participating students. If you notice that there are omissions, inaccuracies, or a student is listed who is not at your school (e.g., a recent transfer), report the discrepancy to your Test Coordinator who will contact UH staff at kaiapuni@hawaii.edu. Also, double check with the classroom teachers to be sure that you have addressed any accommodations that students will need and that those accommodations are documented using the Assessment Accommodations Documentation Form (Appendix B).

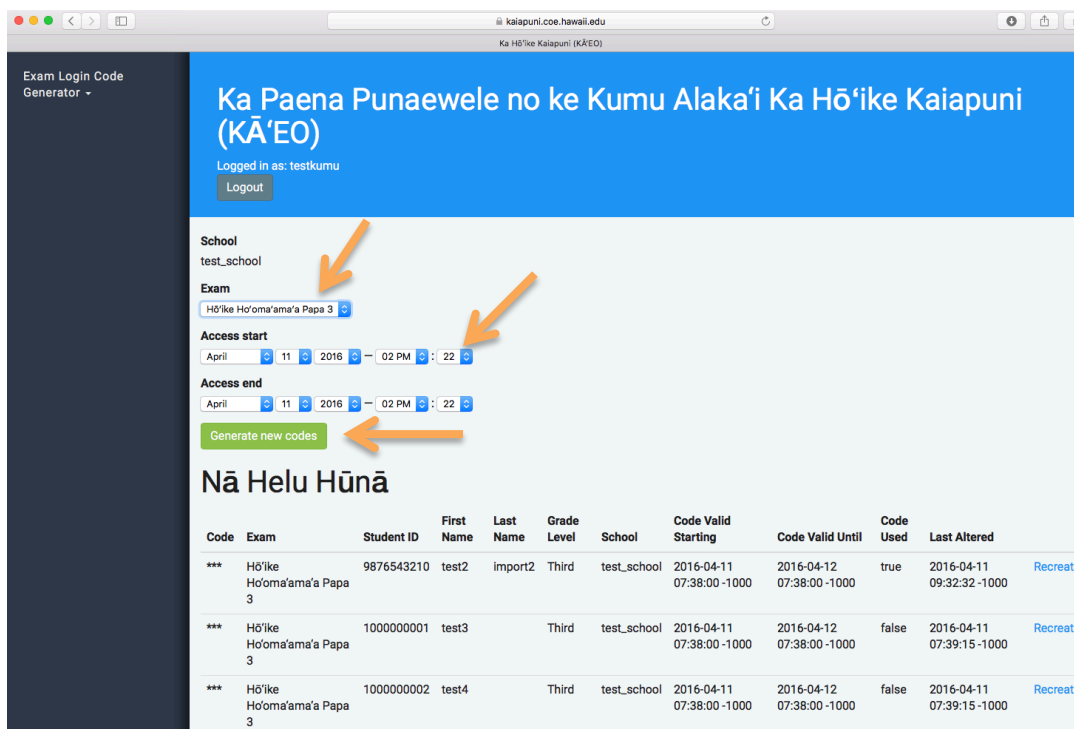
Generate Login Information

Schools must designate one test administrator per grade level to be responsible for generating the initial passwords (referred to in the system as **Exam Codes**) for the entire grade for each test (Language Arts, Math, Science). Other test administrators will be able to regenerate exam codes for individual students when needed, however, one test administrator should be responsible for generating the initial codes for each subject area test. In order to generate login codes for students, this test administrator must navigate to the testing software site and login with credentials they will have already received. The url is:

<https://kaiapuni.coe.hawaii.edu/admin/login>. Upon login, they will see "Exam Login Code Generator" at the left side of their screen and should click on it, and then "Manage Exam Codes" will appear.



When they click on Manage Exam Codes, they will be presented with a list of student names and IDs that represent all students from that school that will be taking the test.



The test administrator should then select the correct test from the drop-down menu; when selected all of the students will still be seen on the page, as this is not a filtering tool. The test administrator should then select the access start date and time and the access end date and time. As a general guideline, the test administrator should select the last day of the testing window (May 26, 2016 at 3:00pm) to ensure that the test can be accessed by the students until then. The test administrator will then select the 'Generate Initial Codes' button to create the login codes for all students at for that specific test. Codes will then appear on the left hand side of the page for all students who are eligible to take the selected test.

Ua ho'okumu 'ia nā helu hūnā ma lalo nei

School
test_school

Exam
Math for All

Access start
April 12, 2016 02 PM : 32

Access end
April 12, 2016 02 PM : 32

[Generate new codes](#)

Nā Helu Hūnā

Code	Exam	Student ID	First Name	Last Name	Grade Level	School	Code Valid Starting	Code Valid Until	Code Used	Last Altere
RYTIZI	Hō'ike Ho'oma'ama'a Papa 3	9876543210	test2	import2	Third	test_school	2016-04-12 14:31:00 -1000	2016-05-26 15:00:00 -1000	false	2016-04-12 14:32 -1000
WMAUBY	Hō'ike Ho'oma'ama'a Papa 3	1000000001	test3		Third	test_school	2016-04-12 14:31:00 -1000	2016-05-26 15:00:00 -1000	false	2016-04-12 14:32 -1000
MIGLQL	Hō'ike Ho'oma'ama'a Papa 3	1000000002	test4		Third	test_school	2016-04-12 14:31:00 -1000	2016-05-26 15:00:00 -1000	false	2016-04-12 14:32 -1000

These codes may then be written on to information cards to be distributed to the students, or printed out for ease of distribution. Here is an example of the printout:

4/12/2016

Ka Hō'ike Kaiapuni (KĀ'EO)

Ka Paena Pūnaeweale no ke Kumu Alaka'i o Ka Hō'ike Kaiapuni (KĀ'EO)

Ua ho'okumu 'ia nā helu hūnā ma lalo nei

Nā Helu Hūnā

Helu Hūnā RYTIZI	No ka Hō'ike Hō'ike Ho'oma'ama'a Papa 3	Helu Haumana 9876543210	Pau ka pono ma kēia wā 2016-05-26 15:00:00 -1000
Helu Hūnā WMAUBY	No ka Hō'ike Hō'ike Ho'oma'ama'a Papa 3	Helu Haumana 1000000001	Pau ka pono ma kēia wā 2016-05-26 15:00:00 -1000
Helu Hūnā MIGLQL	No ka Hō'ike Hō'ike Ho'oma'ama'a Papa 3	Helu Haumana 1000000002	Pau ka pono ma kēia wā 2016-05-26 15:00:00 -1000
Helu Hūnā DMAKWH	No ka Hō'ike Hō'ike Ho'oma'ama'a Papa 3	Helu Haumana 1000000004	Pau ka pono ma kēia wā 2016-05-26 15:00:00 -1000
Helu Hūnā MINKOMU	No ka Hō'ike Hō'ike Ho'oma'ama'a Papa 3	Helu Haumana 1000000009	Pau ka pono ma kēia wā 2016-05-26 15:00:00 -1000
Helu Hūnā NWZBY	No ka Hō'ike Hō'ike Ho'oma'ama'a Papa 3	Helu Haumana 1000000010	Pau ka pono ma kēia wā 2016-05-26 15:00:00 -1000
Helu Hūnā JHJWPC	No ka Hō'ike Hō'ike Ho'oma'ama'a Papa 3	Helu Haumana 1000000011	Pau ka pono ma kēia wā 2016-05-26 15:00:00 -1000

https://kaiapuni.com/hawaii/edu/edmlia/student_exam_codes

1/2

If you would like to print this information, it is recommended that when generating test codes, test administrators not use the Firefox web browser as there can sometimes be printing issues. All other web browsers should work if printing out the student codes. For students taking the test, any web browser listed in Appendix F: Online System Requirements can be used, including Firefox. However, it is recommended that students **do not** use Safari to take any of the assessments as there can be issues with the playing of audio files on the Safari web browser.

Each time a student has logged out of the testing software, has saved the test but not submitted and must log back in, a new code must be generated. At this point, any test administrator with login credentials can regenerate a test code for this specific student. To do this, the test administrator must login to the test software, find the student's name and select 'Recreate' on the far right of the page.

Exam Login Code Generator

Ka Paena Punaewe no ke Kumu Alaka'i Ka Hō'ike Kaiapuni (KĀ'EO)

Logged in as: testkumu

School: test_school

Exam: Hō'ike Ho'oma'ama'a Papa 3

Access start: April 11 2016 02 PM

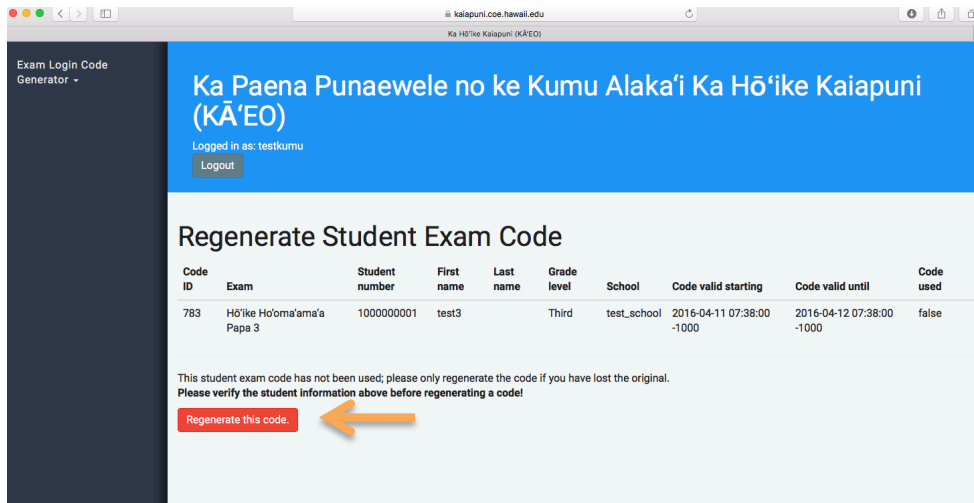
Access end: April 11 2016 02 PM

Generate new codes

Nā Helu Hūnā

Code	Exam	Student ID	First Name	Last Name	Grade Level	School	Code Valid Starting	Code Valid Until	Code Used	Last Altered	
***	Hō'ike Ho'oma'ama'a Papa 3	9876543210	test2	import2	Third	test_school	2016-04-11 07:38:00-1000	2016-04-12 07:38:00-1000	true	2016-04-11 09:32:32-1000	Recreate
***	Hō'ike Ho'oma'ama'a Papa 3	1000000001	test3		Third	test_school	2016-04-11 07:38:00-1000	2016-04-12 07:38:00-1000	false	2016-04-11 07:39:15-1000	Recreate
***	Hō'ike Ho'oma'ama'a Papa 3	1000000002	test4		Third	test_school	2016-04-11 07:38:00-1000	2016-04-12 07:38:00-1000	false	2016-04-11 07:39:15-1000	Recreate

A new page will appear where you will confirm the student and exam information. If this is all correct, click on "Regenerate this code" and a new code for the student will appear at the top of the page, below the "Logout" button.



This code should be recorded and may then be given to the student for them to login again. The student must be logged out of their session in order for this new code to be regenerated.

When starting a new test session for the same exam or when beginning a new exam, test administrators can regenerate new codes for all of the students in that grade, rather than generating codes for individual students. This is done by repeating the steps for generating the initial codes (outlined above), except the button says “Generate New Codes”. This will generate new codes for all of the students listed, however, the codes generated previously will no longer be valid. Care should be taken if test administrators are testing different classrooms of students at different times, that the most recently generated test code is used or students will not be able to login to the test. Test administrators should communicate with each other before they regenerate codes for an entire grade level to make sure that students are not given expired test codes.

Launch Secure Browsers

Once you have completed the above steps, you may begin testing students. For each computer that will be used, launch the web browser screen and go to this website:

<https://kaiapuni.coe.hawaii.edu>

Assemble the students who will participate in the session. Distribute test materials to each student which may include scratch paper, pencils, and their log in information.

E Heluhelu I Nā 'Ōkuhi E Alaka'i Ai i ka Hō'ike

E heluhelu aku i nā 'ōkuhi no ke alaka'i pono 'ana i nā haumāna ma ka hō'ike. He ko'iko'i ka heluhelu 'ana aku i kēia mau 'ōkuhi i nā haumāna ma kona 'ano maoli iho nō. Ua ho'okā'ele 'ia nā 'ōlelo e heluhelu aku ai i nā haumāna. E 'ike 'ia ana kekahi 'ōlelo i loko o nā kahaapo e maka'ala ai i pili i ka hō'ike pono'ī āu e alaka'i ana (e la'a: Mākau 'Ōlelo Hawai'i, Pili Helu, Akeakamai).

Inā 'oe e ho'opuka hewa i nā 'ōkuhi, e 'ōlelo aku i nā haumāna, **“Ua hemahema ka'u 'ōlelo no laila e heluhelu hou aku au i nā 'ōkuhi o kēia mahele. E ho'olohe pono.”**

Ka 'Ōlelo Alaka'i Hō'ike

I kēia lā, e hana ana 'oukou i ka hō'ike no ka mahele [Mākau 'Ōlelo Hawai'i a i 'ole Pili Helu a i 'ole Akeakamai]. E ho'olohe mai 'oukou i nā 'ōkuhi ma mua o ka ho'omaka 'ana.

'O ka mua, he ko'iko'i loa ka hana 'ana i kēia hō'ike, no laila, e hana me ka maika'i loa i hiki.

'Alua, he mau kânāwai ko kēia hō'ike e mālama pono ai. E nānā pono iho 'oukou i kōu lolouila pono'ī a e hana i kōu ha'awina wale nō. Mai 'ae i nā maka e 'auana a mai 'auana i kekahi paena pūnaeweale 'ē a'e. Mai nō a ho'oluhi a ho'opilikia i ka hana a kekahi haumana 'ē a'e. Aloha 'ino, 'a'ole kekahi e kōkua i kekahi ma ka pane 'ana i nā nīnau, eia na'e, inā pilikia ka lolouila a i 'ole nā hi'ohi'ona o ka hō'ike, (e like ho'i me ka hemahema o nā pihi a i 'ole ka nele o ka hō'ike i ka loa'a 'ole o kekahi 'ike ko'iko'i e pane ai i ka nīnau) e hāpai i ka lima i luna a e kōkua aku au iā 'oukou. Inā nō e pono ke kō 'ana i luna e ho'omālō a'e ai i ke kino ma ka wā hana hō'ike, e hāpai i ka lima i luna a e kōkua au ma ka ho'omaha 'ana i ka hō'ike.

'Akolu, mai lo'ohia i ka ho'opau 'ole 'ana i ka hō'ike ma loko o ka wā i kaupalena 'ia ai. Inā e pono kekahi manawa hou a'e, e ho'olālā 'ia ana i wā hou aku no ka ho'opau pono 'ana i ka hō'ike. Inā pau ka hana a loa'a nā minuke i koe, e hō'ioia i kā 'oukou mau ha'ina a pau, a laila, e ha'alele i ka paena hō'ike. Akā na'e, he mea ko'iko'i kēia: inā ha'alele maoli 'oe i ka paena hō'ike, 'a'ole hiki iā 'oe ke nānā i nā nīnau i 'ike 'ia a i 'ole pane 'ia. No laila, e hō'ioia i

kāu mau ha'ina i hana 'ia ma mua o kou ha'alele 'ana i ka paena hō'ike. Ke pau kāu hana hō'ike 'ana, e hāpai i ka lima a na'u e hā'awi aku i ha'awina e hana ai me ka mālie ma ko 'oukou mau wahi noho pono'i.

Ma ka'u 'ōlelo 'ana, "e ho'omaka," e ho'okomo i kā 'oukou mau helu haumāna a me ka helu hūnā e komo pono ai i ka hō'ike. Ma ke komo 'ana, e hō'oiā'io nō i ka pololei a me ka 'ole o ka inoa piha, ka helu haumana, ka papa, a me ka hō'ike āu e hana ana. Inā pololei nā mea a pau, e heluhelu i nā 'ōkuhi a pau a laila e kakali 'oe i ka'u 'āpono 'ana e ho'omaka i ka hō'ike. Inā hewa kekahi 'ikepili, e hāpai i ka lima i luna a e kōkua aku au iā 'oukou.

Ke 'āpono 'ia ka ho'omaka 'ana, e kaomi i ke pihi [Ho'omaka i ka hō'ike] inā he hō'ike hou. Inā na'e e ho'omau 'ia ana kekahi hō'ike i ho'omaka mua 'ia e kaomi i ke pihi [Ho'omau i ka hō'ike]. Aia ke pihi ma lalo o nā 'ōkuhi. E hō'oiā 'ia ko 'oukou holomua 'ana ma lalo o kēlā me kēia nīnau. Inā 'oe e makemake e ho'i hou i kekahi nīnau, e koho mua i ka ha'ina i mana'o 'ia he kūpono no ia manawa. A laila, e kaomi i ka pahu ma kahi o "E māka no ka nānā hou 'ana" e ho'omana'o iho ai iā 'oukou iho e ho'i aku. Mai poina! Inā ha'alele 'oe i ka hō'ike, 'a'ole hiki iā 'oe ke nānā hou i nā nīnau i 'ike mua 'ia a i 'ole pane 'ia.

He [xx] minuke ka lō'ihī o ka hana hō'ike 'ana no kēia manawa. Inā 'a'ole i pau ka hō'ike, mai hopohopo! Hiki ke ho'omau i kāu hana i kekahi wā 'ē a'e. Akā, 'a'ole hiki iā 'oe ke nānā hou i nā nīnau i 'ike mua 'ia a i 'ole pane 'ia i ia wā 'ē a'e. Na'u e ho'omaopopo aku iā 'oukou ke loa'a he 5 minuke i koe, akā, hiki ke ho'olō'ihī 'ia ka wā hō'ike, inā he pono.

Ka Nānā 'Ana i ka Hana Hō'ike

He ko'iko'i loa ka nānā mau 'ana i kā nā haumāna hana me ka paipai pū 'ana i ko lākou holomua 'ana ma ka hō'ike. Inā e pa'a kekahi haumana a 'a'ole nui kona holomua, penei nō 'oe e 'ōlelo aku ai iā ia:

He hō'oiā wale nō kēia i kou holomua 'ana. He mea nui kāu hana 'ana e like me ka maika'i i hiki. Pehea, he kōkua paha kou ho'omaha 'ana no kekahi wā no ke kū 'ana i luna e ho'omālō ai?

Ke loa'a he 5 minuke i koe, e ha'i aku i nā haumāna:

5 minuke i koe a kani ka hola. E nānā pono i nā ha'ina a pau i koho 'ia a e pane i nā nīnau a pau i 'ike 'ia. Mai holomua i nā nīnau i 'ike 'ole 'ia i kēia manawa; e loa'a ana kekahi wā hou e ho'opau ai i nā nīnau i koe, inā pono.

E kōkua aku i nā haumāna mākaukau ma ka mālama a i 'ole ho'ouana 'ana aku i ka hō'ike a e 'ohi'ohi i kā lākou mau pepa kākau kahakaha a me nā kāleka e'e pūnaewe. E 'ae aku i nā haumāna ho'okō hō'ike e ha'alele i ka lumi a i 'ole e ho'omaha mālie ma kā lākou mau pākaukau.

Ke kani ka hola, e ha'i aku i nā haumāna:

Ua kani ka hola. E kaomi i ke pihi, ["E mālama i ka hō'ike a ha'alele" a i 'ole "E ho'opau a ho'ouana i ka hō'ike."]

E 'ohi'ohi ana au i kā 'oukou mau pepa kākau kahakaha a me nā kāleka e'e pūnaewe.

I ka pau 'ana o nā pepa kākau kahakaha a me ka pepa e'e pūnaewe i ka 'ohi'ohi 'ia, e kīhaehae i ia mau pepa ma ka mīkini kīhaehae pepa.

After Testing

Materials

The Test Administrator will collect all test materials at the end of the test session. These materials include scratch paper, student log in cards, and student identifiable information (e.g., log in information). Identifiable information must be shredded at the conclusion of testing.

Make-up testing

Test Coordinators must monitor the progress of the make-up test sessions. Students who are absent during the tests will need to have make up scheduled sessions. Test Coordinators will work with the Test Administrator to schedule the make-up sessions during the test window (April 18 – May 26, 2016).

Submitting Documents to the University of Hawai'i

Test Coordinators will need to complete documentation and send these documents to UH staff (e.g., Accommodation Documentation, Testing Incident Reports). Final hardcopy versions of these documents must be submitted to the University of Hawai'i staff. Please see Appendix H: Checklist for Submitting Final Documentation.

Frequently Asked Questions

1. When is the testing window for the Hawaiian Language Assessment Program?

The testing window is from April 18th to May 26th, 2015. However, the Science Field Test will not be available to students until May 2nd, 2016. Schools start with the Mathematics and Language Arts assessments and should schedule the science assessment after that date.

2. Are there any other dates when we can administer the assessment?

All Hawaiian Language Immersion Program schools must administer the assessment on these dates.

3. When will we get student results?

Operational test scores for Mathematics and Language Arts will be delivered to the HI DOE on July 30th. HI DOE will generate score reports for schools and families in accordance with their reporting schedule. The current administration of the science assessment is a field test. We are just 'trying out' the items during this time so no results will be generated for this test.

4. What are the grade levels and content areas for the field test?

Students in grade 4 will be testing in Science.

5. If science is just a field test, does my school have to participate?

Yes, it is very important that all schools participate so we can understand and modify the administration and items to prepare to have an operational science test in the Hawaiian language.

6. What are the grade levels and content areas for the operational assessment?

Students in grades 3 and 4 will be tested in Language Arts and Mathematics.

7. Will students' assessments have time limits?

No. There are no time limits for the assessments. Students can take as much time as they need during the assessment window to complete the tests. It is recommended that the schools schedule 4 1-hour sessions for each subject area, but this can be increased or decreased depending on the progress of the students on the assessments and the school's schedule.

It is important to note, that once a student has read or answered an item in a session, they will not have access to those items once they logout. They must answer the item during that

session. The procedures to follow are explained in the Testing Conditions section of this document.

Appendix B: Accommodations Documentation Form

Accommodation

- 1. Interpreter:** This accommodation is provided to students who need an American Sign Language or Signed English Interpreter (based on student's current use).
- 2. Read aloud to self:** The student can read the Language Arts passages and all test questions aloud to themselves in an individual test setting.
- 3. Braille:** If a student requires a Braille version of the test, please contact the UH staff
- 4. Print size:** The internet browser and the View/Zoom feature can be used to adjust the size of the print of the assessment.
- 5. Closed circuit TV to enlarge the print (Student must have a documented organic eye impairment)**
- 6. Listening device:** Using assisted listening device. The student must have a documented hearing impairment
- 7. Scribe:** A scribe can record the students responses but the student must have a documented orthopedic impairment (a scribe must be a trained test administrator)
- 8. Background color:** The student may use a different background color on the computer screen
- 9. Template for screen:** The school may provide a screen template that reduces the visible field
- 10. Seated near Test Administrator**
- 11. Tested in an individual setting**
- 12. Tested in small group:** Students may be tested in groups not to exceed 8
- 13. Print on request:** If a student has a visual impairment that does not allow for using a computer screen, individual test questions may be printed upon request. A scribe must enter the student's responses into the computer. **ALL PRINTED QUESTIONS MUST BE SHREDDED IMMEDIATELY AT THE END OF THE SESSION.**

Student Name: _____ Identification Number: _____

School Name _____

Check if Accommodation Received	Specific Accommodation
	Interpreter
	Read aloud to self
	Braille
	Print size
	Closed circuit TV
	Listening device
	Scribe
	Background color
	Template for screen
	Seated near Test Administrator
	Tested in an individual setting
	Tested in small group
	Print on request
	Other:

If other is checked please describe below (and additional accommodations must be approved prior to testing by UH staff (See Appendix C: Additional Accommodation Request Form):

At the end of the test window, send original forms to:

Hawaiian Immersion Assessment Project
 Attn: Pōhai Kukea Shultz
 1776 University Avenue, Everly 126
 Honolulu, HI 96822

Appendix C: Additional Accommodation Request Form

There are a number of accommodations outlined in this manual to address many students' needs. However, we also recognize that this list may not be inclusive of all accommodations that students may need to access the test material. Please use the form below if you feel that an additional accommodation might help a specific student and submit it before the start of the testing window. This accommodation should be one that the student is currently using in an instructional setting.

Student Name: _____ Student ID Number: _____

Student Grade: _____ Assessment Content Area:

School Name: _____ School Test Coordinator: _____

Accommodation: _____

This accommodation is (check all that apply):

_____ currently used by the student in the classroom

_____ based on the specific learning needs of this student

_____ needed for the student based on the recommendation of the school staff who work with this student

_____ stated in the student's IEP or 504 plan

Provide details on how the student currently uses the accommodation in the classroom and how it would be used on the assessment:

Please ask your principal and the teachers who work with this student to verify that the student currently uses this accommodation in school.

Name	Position at school (e.g., principal, teacher)	Signature	Date

Please scan and email form to UH staff at: kaiapuni@hawaii.edu. A staff member will contact you regarding the status of your request.

Appendix D: Acceptable Test Materials List

Students may be given or request the following materials:

- A piece of scratch paper and a pen or pencil. These materials can be used for calculations, drawings, or taking notes. These papers **MUST** be collected by the Test Administrator and destroyed by shredding after the end of the assessment.
- A poster or handout that shows keyboard shortcuts.
- Shields that block students from looking at others computers.
- Response aids (e.g., adaptive pencils, key guards).
- Motivational posters that offer encouragement to students (must not contain any Common Core Content or Hawaiian Immersion assessment content).

Appendix E: Testing Incident Report

School Name: _____

School Test Coordinator Name: _____

School Phone Number: _____

Incident Specifics:

Names of students (s) involved: _____

Student ID number(s): _____

Grade Level(s): _____

Assessment Content Area(s): _____

Names of adult(s) involved: _____

Position of adult(s) involved (include school position (e.g., teacher, principal) and role in the assessment (e.g., Test Administrator): _____

Please describe the incident in detail: [Use additional sheets if necessary to detail the incident]

Please describe the corrective action taken to address the incident: [Use additional sheets if necessary to detail the incident]

Scan and email this form to UH staff at kaiapuni@hawaii.edu. At the end of the test window send original hard copies to:

Hawaiian Immersion Assessment Project
Attn: Pōhai Kukea Shultz
1776 University Avenue, Everly 126
Honolulu, HI 96822

Appendix F: Online System Requirements for the Hawaiian Immersion Assessment Project Tests

This document contains basic technology requirements for online testing for the Hawaiian Immersion Assessment Project tests for the 2016 administration. This document contains the following sections:

1. Supported Operating Systems for Student Testing
2. Supported Web Browsers for Online Systems
3. Requirements for Peripheral Equipment

The Test Administration Guide, this information, and other information related to the Hawaiian Immersion Assessment Project tests can be found at <https://kaiapuni-wp.coe.hawaii.edu/kumu>.

SUPPORTED OPERATING SYSTEMS FOR STUDENT TESTING

This section describes the supported operating systems for online testing.



Warning: Support for New Desktop Operating Systems

Operating systems that become available but do not appear in the following tables are not supported. Do not upgrade to new operating systems on computers that will be used to administer online assessments without ensuring the updates meet the required specifications.

Desktops and laptops

The table below lists the operating systems and hardware required for student testing. Tablets and Chromebooks are not supported at this time. Online testing functions effectively with the minimum requirements listed. However, the recommended specifications provide improved performance.

Supported Operating Systems	Minimum Requirements	Recommended Specifications
Windows XP (Service Pack 3), Vista, 7, 8.0, 8.1	Pentium 4 or newer processor that supports SSE2 512 MB of RAM 200 MB of hard drive space	Core 2 or newer processor that supports SSE2 2+ GB RAM 80+ GB hard drive
Mac OS X (Intel) 10.6.x – 10.11.x	Intel x86 processor 1GB of RAM 10 GB hard drive	Intel x86 processor 2+ GB RAM 80+ GB hard drive

SUPPORTED WEB BROWSERS FOR ONLINE SYSTEMS

This section lists the supported web browsers for the 2015-2016 assessment. The table below lists the supported operating systems and corresponding web browsers for each Hawaiian Immersion Assessment Project application. It is recommended that schools use recent versions of supported web browsers. Each application requires disabling pop-up blocking software and

enabling JavaScript. Be sure to use the correct combination of operating system and web browser. For example, Windows 8 requires Internet Explorer 10 or 11.

Supported Operating Systems	Supported Devices	Supported Browsers
Mac OS X		
10.6	Desktops, laptops	Chrome 31 or later, Firefox 35 or later
10.7	Desktops, laptops	Chrome 31 or later, Firefox 35 or later
10.8	Desktops, laptops	Chrome 31 or later, Firefox 35 or later
10.9	Desktops, laptops	Chrome 31 or later, Firefox 35 or later
10.10	Desktops, laptops	Chrome 31 or later, Firefox 35 or later
10.11	Desktops, laptops	Chrome 31 or later, Firefox 35 or later
Windows		
XP (SP3)	Desktops, laptops	Chrome 31 or later, Firefox 35 or later
Vista	Desktops, laptops	Chrome 31 or later, Firefox 35 or later
7	Desktops, laptops	Chrome 31 or later, Firefox 35 or later, Internet Explorer 10–11
8.0	Desktops, laptops	Chrome 31 or later, Firefox 35 or later, Internet Explorer 10–11
8.1	Desktops, laptops	Chrome 31 or later, Firefox 35 or later, Internet Explorer 10–11

REQUIREMENTS FOR PERIPHERAL EQUIPMENT

This section describes the requirements for peripheral equipment: screens, keyboards, and headphones.

Additional software requirements

All devices must have Adobe Flash Player installed so that students can view any videos that are a part of the assessment. This software can be downloaded for free at: <https://get2.adobe.com/flashplayer/>.

Screen resolution requirements

All devices must meet the following minimum resolution. Larger resolutions can be applied as appropriate for the monitor or screen being used.

Desktops and laptops must have 1024 x 768 minimum resolution.

Depending on the screen size, students may need to use vertical or horizontal scroll bars to view all test-related information. Students may also use the Zoom tool through their web browser to enlarge the content on the screen.

Keyboards

The use of external keyboards is required for testing. Students may use mechanical, manual, and Bluetooth-based keyboards. Some external keyboards have additional “shortcut” buttons that can create security issues. These buttons may allow students to open another application. It is strongly recommended that students do not use these kinds of keyboards that have these shortcut buttons. In addition, students will be able to type their answers using a Hawaiian keyboard in order to insert diacritical markings. If the computer does not have the Hawaiian keyboard, students can use on-screen keyboards on the assessment to insert diacritical markings onto their writing.

Headphones

Students will need headphones to listen to audio for the Hawaiian Language Arts and Science online assessments.

- Students with the text-to-speech feature can listen to stimuli or test items being read aloud.
- Students with the enhanced accessibility mode feature can use the Job Access with Speech (JAWS®) or other similar screen reading software.

Test Coordinators should determine how many students will need headphones prior to testing to ensure that there is an adequate supply on hand.

The following headphones are supported:

- Wired headphones with a 3.5 mm connector.
- The following Bluetooth headphones: Logitech H800, SoundBot SB270, and ECO Sound ECO-V300.
- Wired headphones with a 3.5 mm connector or USB headphones (wired or wireless) are recommended over Bluetooth, as they provide better clarity and accuracy.

This Online System Requirements Guide for the Hawaiian Immersion Assessment Project Tests was developed and adapted from the Online System Requirements for Hawai'i Statewide Assessment Program Tests for the 2014-2015 test administration.

Appendix H: Checklist for Submitting Final Documentation

Below is a list of documents that you will need to submit to the University of Hawaii staff.

- Test Security and Administration Procedures Acknowledgment Form
- Accommodation Documentation Form
- Additional Accommodation Request Form
- Testing Incident Report
- Student Progress Documentation Form

Submit the original hardcopy forms to:

Hawaiian Immersion Assessment Project
Attn: Pōhai Kukea Shultz
1776 University Avenue, Everly 126
Honolulu, HI 96822