
Online Hawai'i State Assessments (Online HSA)

Guide to Navigating the Online HSA Administration

2012–2013

September 5, 2012

Prepared by the American Institutes for Research (AIR)

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User Support

If this User Guide does not answer all of your questions, please contact the HSAP Help Desk at the American Institutes for Research (AIR).

When you contact the Help Desk, you may be asked to provide as much detail as possible about the issue(s) you encountered. These details may include the following:

- Operating system and browser information
- Information about your network configuration
- Steps you took before the problem occurred
- Any error messages and codes that appeared
- Test Session ID
- At least one 10-digit student SSID affected by the issue
- Method used to install the secure browser

**American Institutes for Research
HSAP Help Desk Contact Information**

Phone: 1-866-648-3712 • E-mail: HSAPHelpDesk@air.org

Hours of Operation: 7:30 a.m. – 4:00 p.m. HST
Mondays–Fridays (except holidays)

Additional Resources

This guide does not provide information on test policies and procedures. Refer to the *Online HSA Test Administration Manual (TAM)* for information governing state policies for test administration. The *TAM* and additional Online HSA resources are available at alohahsap.org on the HSA Resources page.

I. Introduction

The Hawai'i State Assessments (HSA) are designed to measure students' attainment of the Hawai'i Content and Performance Standards (III) in Reading, Mathematics, and Science. These online assessments are administered using a computer-based adaptive system that selects test items from an item bank according to each student's grade-level blueprint and ability. Online HSA comprises several related systems and applications, which are all accessible from alohahsap.org. Access to the Online HSA systems depends on user roles, and these are limited in order to protect student information to the greatest extent possible.

Table 1 below shows who has access to the TA Certification Course, Training Sites, and Test Administration Sites.

Table 1. User Roles and Access in Online HSA Applications

	Complex Area Superintendent (CAS) / Complex Staff (CS)	Principal (PR)	Test Coordinator (TC)	Test Administrator (TA)	Teacher (TE)	Student	Access
TA Certification Course		✓	✓	✓			Requires Online HSA login
Training Sites							
TA Training Site		✓	✓	✓			Requires Online HSA login and TA certification
Student Training Test	✓	✓	✓	✓	✓	✓	Open to the public
Test Administration							
TA Live Site*		✓	✓	✓			Requires Online HSA login and TA Certification
Student Testing Site						✓	Requires authenticated personal login

* **Note:** Only users with a Test Administrator (TA) user role may administer online assessments.

➤ Online TA Certification Course

This mandatory course is required for Test Administrators who will be administering online assessments. Access to the TA Training Site and the TA Live Site will not be provided until the TA has completed this course.

➤ **Test Administrator (TA) Training Site**

The Test Administrator (TA) Training Site allows certified Test Administrators to practice administering Training Tests in order to gain familiarity with the system. The TA Training Site can be used on its own or with students in a Training Test session.

➤ **Student Training Test**

The grade-specific Training Tests for Reading, Mathematics and Science allow students and others to practice taking tests online and to become familiar with the online testing features. Anyone can log in as a guest and practice taking a test. Students can also log into a Training Test session with a Test Administrator.

➤ **Test Administrator Live Site (TA Live Site)**

Certified Test Administrators use the TA Live Site to create and administer operational online test sessions.

➤ **Student Testing Site**

The Student Testing Site is the application that students use to take the operational online assessments. It is accessible only using the HSA Secure Browser.

II. Accessing Online HSA

Mobile Device Support

Test Administrators can use some mobile devices, including smartphones and tablets, to access the TA Live Site and TA Training Site. The following table displays which mobile devices can be used for the TA applications. The default browser that comes pre-installed with the device must be used (e.g., iPad 2 running the default Safari browser). Browsers downloaded from the carrier's application store (e.g., App Store) are not supported.

Note: Due to the number of handhelds and tablets available, testing all devices' native browsers for compatibility with the TA Live Site and TA Training Site is not feasible. Please check your device's specifications and ensure that they are running a supported mobile operating system (OS). Using devices with an OS not on this list is not prohibited; however, not all functions and features may work properly.

Table 2. Supported Operating Systems/Mobile Devices for the TA Live Site and TA Training Site

Supported Mobile OS	Sample Handhelds	Sample Tablets
Android 2.2	HTC Thunderbolt, LG Optimus, Motorola Droid X, Samsung Galaxy S	n/a
Android 2.3	Sony Ericsson Xperia Play	n/a
Android 3.0 and above	n/a	Motorola Xoom
iOS 3 and 4	iPhone 3G, iPhone 3Gs, iPod Touch	iPad, iPad 2
iOS 5	iPhone 3Gs, iPhone 4, iPhone 4s	iPad, iPad 2, iPad 3

Notes:

- Android tablets must run Android 3.0 or above
- The default (native) web browser that comes pre-installed on the mobile device must be used. Alternative mobile browsers from the carrier's application stores are not supported.
- The minimum screen resolution for a handheld is 320 x 480.

Disabling Pop-Up Blockers

Your web browser's pop-up blocker must be fully disabled when accessing the Online HSA systems. Navigate to the appropriate menu option to disable pop-up blockers:

To disable pop-up blockers:

- **Firefox:** Tools > Options > Content > uncheck "Block Pop-Up windows"
- **Internet Explorer:** Tools > Pop-up Blocker > Turn Off Pop-up Blocker
- **Safari:** Application Menu (Safari) > uncheck "Block Pop-Up Windows"

Special Note regarding Printing Support:

All student print requests* are managed on the TA Live Site. At this time, Apple iOS devices are the only ones that have native printing support (AIR Print, which connects to printers on a wireless network). If you are using another device or do not have a printer with wireless support, you will need to transfer the test session to a desktop workstation or mobile device that is connected to a printer.

*The print-on-request accommodation must be approved by the Systems Accountability Office, Student Assessment Section before it can be activated for a student who has a documented disability that requires the use of printed test items.

Secure Browser Information

Students must use the appropriate secure browser in order to access the Student Testing Site to take the operational online assessments. The secure browsers prevent students from accessing any other computer applications.

Your school's Technology Coordinator is responsible for ensuring that these secure browsers have been correctly installed on all computers to be used for online assessments at your school. If you are not sure that secure browsers have been installed or you have any questions, contact your School Administrator or Technology Coordinator.

Instructions on how to download and install each secure browser can be found at the AlohaHSAP portal (alohahsap.org).

Please note that although students must use the secure browser during test administration, the TA Live Site can be accessed by TAs with any of the supported Internet browsers. See the *Technology Requirements* document for 2012–2013 or the AlohaHSAP portal (alohahsap.org) for the full list of supported browsers for each Online HSA application.

Forbidden Application Detection

This feature automatically detects certain applications that are prohibited from running on a computer while the secure browser is open. The secure browser checks the applications currently running on a computer when it is launched. If a forbidden application is detected, the student is denied entry and receives a message indicating the open application. Similarly, if a forbidden application launches while the student is already in a test (e.g., scheduled tasks), the student is logged out and a message is displayed.

Before administering tests, TAs should take proper measures to ensure that forbidden applications are not running on student computers. Automatic updates should either be turned off or scheduled at a time when the computer will not be used for HSA testing. Contact your school's Technology Coordinator for assistance in identifying and closing applications.

Logging into the Test Administrator Live Site

We encourage all users to access the Online HSA applications via the AlohaHSAP portal.

1. Go to the portal at alohahsap.org. Click on the **[HSA]** button. You will be directed to the Online HSA site.
2. Click on the **[Test Coordinators/ Administrators]** button. You will be directed to the **Welcome** page, which includes icon buttons for the different applications you can access.



3. Click the application icon you want to access.
Note: Icons with a lock image require a secure login. Icons without a lock are open to the public.



4. You will be directed to the Login screen. Enter your **Username** and **Password** in the respective fields. Click **[Log In]**. You will be directed to the home/default page for the system that you selected.

A screenshot of the login page for the Hawaii Statewide Assessment Program. The header features the Hawaii State logo and the text 'Hawaii Statewide Assessment Program'. A 'HELP' link is in the top right. Below the header is a 'System Login' button. The main content area is titled 'Please Log In' and contains two input fields: 'Username:' and 'Password:'. A 'Log In' button is to the right of the password field. Below the input fields, a paragraph explains the login process. At the bottom left, there is a link to 'Assessment System Status' with a small icon. At the bottom right, there is a 'Request Password' link.

Reminder: Your username is the email address associated with your account in the Online HSA Test Information Distribution Engine (TIDE).

Username and Passwords

In order to preserve test security and student privacy, all passwords for the Online HSA systems must be reset each year. Previous users remain active in the system, but everyone must obtain new passwords. The process for obtaining or changing a password for 2012–2013 is explained below.

Principals will receive an automated email from TIDE during the week of August 20–24, 2012 with instructions for creating a password (new principals) or changing a password (returning principals). By August 31, 2012, principals are being asked to log into TIDE, create or change their password, and verify or update one or more Test Coordinators for the school to ensure that the Test Coordinator(s) receives all email communications about online testing throughout the school year, regardless of the specific dates when students will begin taking the online assessments.

- If the Test Coordinator(s) has changed, the previous Test Coordinator(s) must be deleted and the new name(s) and other information added.
- Newly added Test Coordinators will receive an automated email from TIDE that contains a secure web link. Users must click on the link to be directed to TIDE to create a password and to select/answer a security question to be used in the event that a user forgets his or her password during the test administration window.

No automated email will be sent to returning Test Coordinators. Returning Test Coordinators should click on the **[Forgot Password]** link from the System Login page to request an email with a secure web link. Users must click on the link in the email to be directed to TIDE to change their password and to select/answer a security question to be used in the event that a user forgets his or her password during the test administration window. Once users update their password and select a security question, they can access all Online HSAP systems.

The Test Coordinators need to verify or update Test Administrators and Teachers at their schools.

- School personnel who have both the role of Test Administrator and Teacher need to be added to the system twice (once for each role).
- If a Test Administrator has changed, the previous Test Administrator must be deleted and the new name and other information added. This applies to Teachers as well.
- Newly added Test Administrators and Teachers will receive an automated email from TIDE with a secure web link which they must click on to create their password and select/answer a security question.

No automated email will be sent to returning Test Administrators or Teachers. Returning Test Administrators and Teachers should go to the TIDE website and click on the **[Forgot Password]** link on the home page to request an email with a secure web link, which they must click on to change their passwords and select/answer a security question.

If you cannot recall the answer to your security question, contact the HSAP Help Desk at 1-866-648-3712 or HSAPHelpDesk@air.org for further assistance.

Detailed information on how to reset your password can be found in the *TIDE User Guide*, available on the portal at alohahsap.org.

Additional questions may be directed to the HSAP Help Desk at HSAPHelpDesk@air.org

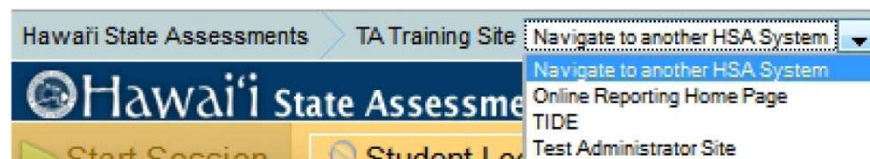
Navigation between Online HSA Applications

While logged into an Online HSA system, you will have the ability to switch between applications without needing to sign into each system separately. This **Common Login System (CLS)** integrates the following Online HSA applications:

- Test Administrator (TA) Live Site
- TA Training Site
- Online Reporting System
- TIDE

CLS is designed to ease the login process and simplify navigation between Online HSA applications. After logging into your account, you will remain signed in as long as one of your browser windows remains on an Online HSA system (system timeout rules apply).

The top of your browser contains a drop-down menu listing all Online HSA systems. Your current application is displayed to the left of the drop-down.



Select the application you want to switch to using the drop-down menu. Although navigating to another Online HSA system is easy, it is important to understand how the system operates in order to avoid unintended consequences of switching systems.



If you are using the TA Live Site or TA Training Site application and you navigate away from it, your session will stop and all students in the session will be logged out. You cannot resume your session. You will have to create a new session and your students will have to log in again to resume testing.

III. The Test Administrator (TA) Live Site

The TA Live Site is the application used by certified Test Administrators to create and edit online assessment sessions, approve students for testing, and monitor students' testing progress.

Hawaii State Assessments

Logged in as: Demo TC English Help Logout

Session ID TC-2 Approvals (0)

Stop Session Student Lookup Print Refresh Now

Select the test(s) to be included in your test session.

Sort By: Grade Subject

Grade 10 HSA Mathematics

Grade 3 HSA Mathematics

Grade 4 HSA Mathematics

☒ Grade 5 HSA Mathematics

Live

No students awaiting approval.

Instructions - Click to expand/collapse

Students in your test session

1 Students in Session Approved Requests

Sort Column By Requests New Request Hide/Show Columns

Student Name	SSID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
BURKE, RUBY	9999999243	1	Grade 5 HSA Mathematics	Custom Settings		approved: 0/0	Pause

Hawaii Department of Education
641 18th Avenue, Room V-102
Honolulu, HI 96816

TA Live Site Layout

- The top row includes the [Help], [Log Out], and [Alert] buttons.
- The row under the header includes the following buttons and sections:
 - [Start Session], [Student Lookup] and [Print], blank Session ID, and [Approvals (0)].
 - After you create a session, this row will change and show the following: [Stop Session], [Student Lookup], [Print], [Refresh Now], your Session ID, and [Approvals (#)].
- The top panel includes the list of available tests that you can include in the session. You can click the panel to collapse or expand it.
- New in 2012–2013, the words “Live Test” should appear next to the Test Selection Table to confirm that you have logged into the TA Live Site and not the TA Training Site. Please confirm that this text appears on your screen to ensure that you will be administering an operational online assessment and NOT a Training Test to students.
- The second panel contains instructions and other helpful information. Click the row to expand the panel and read the information. Click it again to close the panel.
- The third panel displays the students in your session and shows their progress.
 - The column headers with links are clickable. You can click a column to sort the information in the table by that column (e.g., student name, SSID, Opportunity #, Test Name, or Student Status).

Note: The TA Live Site refreshes automatically every 30 seconds. To manually refresh the page, click the [Refresh Now] button in the top panel.

TA Live Site Quick Reference

This table provides a quick reference of the various tools available in the TA Live Site.

Table 3. TA Live Site Quick Reference

Tables and Buttons	Description
Test Selection table	Select the test(s) that you need to include in the test session. You may add additional tests at any time.
Session ID	<p>The Session ID is used by students to log into a test session. Session IDs are unique to each test session. The Session ID links the students who are requesting access to the test session to the TA, who then approves or denies their access requests.</p> <p>Because the Session ID is unique for each test session in the state, it provides an audit trail for students' tests. The Session ID is typically the first four letters of the TA's last name, followed by a dash and number (e.g., SMIT-442).</p>
Pending Approvals Notification/Preview table	The notification button and preview table tell you how many students are awaiting approval to begin testing.
Students in Test Session table	This table displays all the students who have entered your test session, the test each one is taking, and their progress throughout the test.
Stop Session	Click this button to end the session. You will not be able to resume the session. Any students who are still testing will have their tests paused and they will be logged out.
Student Lookup	The Student Lookup tool allows you to search for students while using the TA Live Site. The Quick Lookup is used to search by SSID, while the Advanced Search allows you to search by parameters including Complex Area, School, Grade, and First/Last Name.
Print button	<p>This feature allows you to print your screen as it is displayed. To print, click the [Print] button. Your regular print window will appear. Select the desired settings and click [OK]. Refer to the section on Printing Session Information for additional details.</p> <p><i>Federal law (FERPA) prohibits the release of any student's personally identifiable information. Any printouts containing student information must be securely stored and then destroyed when no longer needed.</i></p>
Refresh Now	Use this button to manually refresh your screen while monitoring student progress (the page automatically refreshes every 30 seconds).
Alert button	HIDOE is able to send statewide alert messages to all TAs. The icon will flash to indicate new messages. Click the alert icon to view new alerts and past messages that have not yet expired (each alert has an expiration date).
Expand/Collapse button	Use this button to Expand or Collapse a specific viewable area of your screen. This feature can be applied to the on-screen Instructions and the area containing the Test Selection and Pending Approvals tables.
Help button	Click [Help] to view the TA User Guide at any time.
Logout button	Click [Logout] to exit the TA Live Site. You will be logged out of all Online HSA applications.

Student Lookup

If a student is having trouble logging in, you can use the Student Lookup feature to search for that student using either his or her 10-digit SSID or first or last name. *Note: If any of the information for a student is incorrect, the student's profile must be updated in eSIS/SES before he or she can begin testing. The Hawai'i Department of Education uploads student information from eSIS/SES to the Online HSA system on a nightly basis. Student records will be updated within 48–72 hours. After a student's record is updated, he or she can begin testing.*

Quick Lookup

The screenshot shows a web interface with a dark blue header. On the left, it says 'Search:'. To its right are two tabs: 'Quick Search' (selected) and 'Advanced Search'. On the far right of the header is a red 'Close' button with a white 'x'. Below the header, there is a text box containing the instruction: 'Enter the student's full Statewide Student Identifier (SSID) and click [Submit Search] to search for that student's record. A record displays the student's name, birth date, grade, and school/district information. Searches by partial SSID are not permitted.' Below this text is a text input field containing '9999999027' and a green-outlined button labeled 'Submit SSID'. Below the input field is a section titled 'Search Results' in bold. It contains the following text: 'ALLEN, TIMOTHY', 'Birthday: 1/1/1994', 'Grade: 05', 'School: Training School A(9998)', and 'District: Training Complex Area A(9999)'.

1. Click the **[Student Lookup]** button in the top row of the TA Live Site.
2. Enter a student's full 10-digit SSID (partial SSIDs are not allowed).
3. Click **[Submit SSID]**. If the search results in a match, that student's information will be displayed.

Advanced Lookup

The screenshot shows a web interface with a dark blue header. On the left, it says 'Search:'. To its right are two tabs: 'Quick Search' and 'Advanced Search' (selected). On the far right of the header is a red 'Close' button with a white 'x'. Below the header, the interface is divided into two main sections. The left section is titled '1. Enter Search Parameters' in bold. It contains the instruction: 'Use the drop-down menus to select the Complex Area, School, and Grade for your search. A First or Last Name is required.' Below this are three drop-down menus: 'Training School A (9998)', 'Grade 05', and 'First Name'. Below the 'First Name' menu is a text input field labeled 'Enter a First Name'. Below that is another text input field labeled 'Enter a Last Name'. At the bottom of this section is a green-outlined button labeled 'Search'. The right section is titled '2. Search Results' in bold. It contains the instruction: 'Click on the binoculars to view details for that student.' Below this is a table with five columns: 'More Info', 'SSID', 'Last Name', 'First Name', and 'Grade'. The table contains six rows of student data. Each row has a binoculars icon in the 'More Info' column. A vertical scrollbar is visible on the right side of the table.

More Info	SSID	Last Name	First Name	Grade
	9999999027	ALLEN	TIMOTHY	05
	9999999251	BREWER	LILLIAN	05
	9999999243	BURKE	RUBY	05
	9999999227	BURTON	DENISE	05
	9999999091	BUTLER	ALAN	05
	9999999099	DIAZ	JIMMY	05

1. Click the **[Student Lookup]** button and then click the **[Advanced Search]** tab.
2. Select your Complex Area and School from the drop-down lists.
3. Select a specific grade or "All Grades."
4. Enter a student's first name and/or last name. Partial names are allowed (e.g., you can enter "Be" into the last name field to search for students whose last name begins with "Be").
5. Click **[Search]**. If the search results in matches, the information will be displayed in the second column.
6. To see more information about a student, click the binocular icon next to his or her name. A third column showing the student's information will appear.

Starting Your Test Session

This section contains information on how to start a test session, include tests, view students' test settings and approve them for testing, and monitor student progress.

Note: Please refer to the Online HSA Test Administration Manual to find the Directions for Administration and other information on testing policies, including how to prepare for online assessments. The Test Administration Manual is available on the AlohaHSAP portal at alohahsap.org. TAs will need to read the Directions for Administration to students before they begin their assessments.

You must create a test session before students can log in to take a test. In order for a student to take a specific test, that test must be included in the test session that they are accessing.



A TA will have only one test session at a given time. A test session will automatically expire if the TA logs out or manually stops the session. While a student can resume an individual test opportunity in a new session, test sessions cannot be resumed. Each test session will be automatically assigned a new Session ID when it is created.

Upon logging into the TA Live Site, you will see a list of tests that can be included in your session. The Test Selection Table can be sorted by Grade or Subject by clicking the corresponding radio button.

The screenshot shows the top navigation bar with three buttons: 'Start Session' (green), 'Student Lookup' (yellow), and 'Print' (yellow). Below the navigation bar is a pop-up window titled 'Select the test(s) to be included in your test session.' Inside the pop-up, there is a 'Sort By:' section with two radio buttons: 'Grade' (selected) and 'Subject'. Below the sort section is a list of tests with checkboxes:

Test Name	Selected
Grade 3 Mathematics	<input type="checkbox"/>
Grade 3 Reading	<input type="checkbox"/>
Grade 4 Mathematics	<input type="checkbox"/>
Grade 4 Reading	<input type="checkbox"/>
Grade 4 Science	<input type="checkbox"/>

Creating a Test Session

1. Click on the test name(s) to be included in your test session. A check mark will appear next to the selected tests and the **[Start Session]** button will be enabled.
2. When you have finished selecting the test(s) for your session, click the **[Start Session]** button to confirm your selection.

Each test included in your session will be shaded gray and italicized to indicate that it is included in your test session.

3. A Session ID is automatically generated upon starting your session. You will need to provide this to students accessing your test session (e.g., SMIT-442).

Note: While tests may be added to an in-progress session after it has started, tests cannot be removed from a session once it has started.

Adding Tests to a Session

1. From the Test Selection Table, simply click the name of the test to be added your session. (For security purposes, tests must be added to an in-progress session individually).
2. A pop-up window will ask you to confirm your selection. Click **[Yes]** to add the selected test to your session.

Stopping a Test Session

Although student tests can be resumed, test sessions cannot be resumed. Stopping a session will automatically pause all students' tests in that session.

Note: Because test sessions cannot be resumed, you will need to create a new test session in the event that your session is stopped. This session will be assigned a new Session ID which students will need to use to log in and resume testing.

To stop a test session:

1. Click the **[Stop Session]** button displayed above the Test Selection Table.
2. A pop-up message will ask you to verify this action. Click **[OK]** to continue.

Approving Students for Testing

After you have started your session and provided students with the Session ID, your next step will be to approve students to test in your session. TAs must approve each student's test settings before the student can access his or her test. Refer to the Student Site section of this guide for additional information on the approval process from a student perspective.

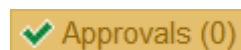
Approvals Notification

The right side of the TA tool panel contains the Approvals Notification, which alerts TAs to students awaiting approval. The Approvals Notification will illuminate and display the number of pending approvals.

Two Students Awaiting Approval



No Students Awaiting Approval



Below the Approvals Notification is the Approvals Preview table, which allows TAs to see the names of students awaiting approval and the test each student is requesting.

A screenshot of the software interface. At the top, a dark blue bar contains the text "Session ID" in white. Below it, an orange bar contains the text "chev-8" in white. To the right of the orange bar is a yellow box with a green checkmark and the text "Approvals (2)". Below these is a blue box with the text "Click [Approvals] to review test settings for students waiting to be approved." Below the blue box is a table with two columns: "Student Name" and "Test". The table contains two rows of data. A blue arrow points from the "Approvals (2)" notification box to the table.

Student Name	Test
DEMO STUDENT	Grade 5 Mathematics
STUDENT, DEMO	Grade 5 Mathematics

You will need to verify each student's test settings before he or she can be approved and access your test session. Click the **[Approvals]** button to view the Approvals and Student Test Settings screen.

Approvals and Student Test Settings

The **Approvals screen** displays students awaiting approval. By default, this screen shows those students that were awaiting approval when you clicked the **[Approvals]** button.

Approvals and Student Test Settings					✓ Approve All Students	🔄 Refresh	✖ Done
Grade 5 Mathematics							
Student Name	SSID	Opp #	Accommodations	Action			
▶ GUEST	GUEST	1	Standard Settings	See/Edit Details	✓ Approve	✖ Deny	
Grade 5 Reading							
Student Name	SSID	Opp #	Accommodations	Action			
▶ DEMO, STUDENT	9999999999	1	Custom Settings	See/Edit Details	✓ Approve	✖ Deny	

Students on this screen are organized by test subject. Each row displays the student's name, 10-digit SSID, opportunity number for the selected test, and his or her default test settings.

Note: A student's default test settings are set in TIDE. Any adjustments made to a student's test settings in the TA Live Site apply to that specific test opportunity only.

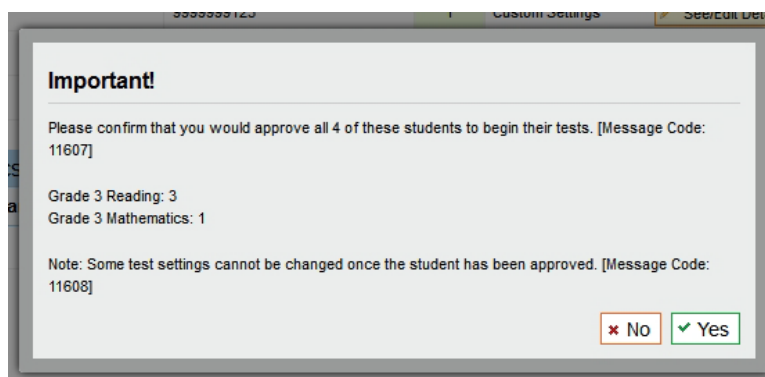
TAs must verify each student's test settings before they are approved. To view or edit a student's Test Settings and Accommodations, click the **[See/Edit Details]** button for that student's test opportunity. This process is detailed later in the section.

Because the Approvals screen does not refresh automatically, students that log in to your test session after this page is open are not displayed. Use the **[Refresh]** button to update the screen to include any students that signed in while the Approvals and Student Test Settings screen was open.

From this screen, TAs can approve students individually by selecting **[Approve]** from the Action column or by selecting **[Set & Approve]** from the individual Student Test Setting screen. The student will be approved for his or her test opportunity with the Test Settings displayed from their respective row. Alternatively, you can approve all students displayed on the Approvals and Test Settings screen using the **[Approve All Students]** button.



Because many test settings cannot be changed once a student has been approved for their test, TAs must review each student's test settings prior to approving the student to test, and must exercise additional caution when using the **[Approve All Students]** button. As a security measure, a pop-up message will confirm that you want to approve all students. The following section describes how a TA can review and adjust a student's test settings prior to approval.



About Incorrect Approval

If a TA approves a student or group of students for the wrong content area assessment opportunity number, this opportunity cannot be reset for administration on a later date during the testing window. The student or group of students must complete this opportunity within 45 calendar days after they are approved to begin this content area assessment.

Viewing and Changing a Student's Test Settings and Accommodations

Students' default test settings, including language, print size, print-on-request, and other accommodations are preset. Please review each student's information to ensure that he or she has the correct accommodation(s) set. **If a student's accommodations are incorrect, he or she should not test.**

- The student's accommodations must be updated in TIDE. Please contact your school's Test Coordinator to have a student's accommodation(s) updated.
- A student who is resuming a test will have the test settings and accommodations that were established at the time the student began the test opportunity.
- The Hawaiian language will be preset in TIDE for the grades 3 and 4 Hawaiian Language Immersion Program students by the Systems Accountability Office, Student Assessment Section. All other students will complete each test opportunity in the English language.

TAs can adjust a student's test settings and identify accommodations for a test opportunity by clicking the [See/Edit Details] button for that student. Upon clicking the [See/Edit Details] button, the **Student Test Settings screen** will display for that student's test.

A student's detailed test settings and accommodations are displayed on the right side of the Approvals and Student Test Settings screen. The name of the student is displayed at the top on this area. To prevent any inadvertent actions or navigation away from this page, the buttons at the top of the Approvals screen are disabled while editing a student's test settings.

Approvals and Student Test Settings ✓ Approve All Students 🔄 Refresh ✗ Done

Grade 5 Mathematics

Student Name	SSID
▶ GUEST	GUEST

Accommodations for: GUEST

Accommodation Codes:

- ☒ None
- ☐ A003 On-Site Interpreter
- ☐ A004 Read Aloud to Self
- ☐ A008 Closed Circuit TV
- ☐ A010 Listening Device
- ☐ A012 Scribe
- ☐ A016 Template for Screen
- ☐ A018 Seated near TA

Color Choices: None

Language: English

Text to Speech: Instructions Stimuli and Items

Print Size: No default zoom applied

Print on Request: None

✓ Set & Approve ✓ Set ✗ Cancel

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

To change a student's test settings and accommodations:

1. Select the appropriate test settings and accommodations. These settings were preset in TIDE by the Test Coordinator based upon documented disabilities or ELL language acquisition needs. The accommodations are to be provided during a test session. The Test Administer must ensure that the appropriate accommodations are being provided during the test session.
2. Confirm the settings.
 - Click **[Set]** to confirm the settings and return to the list of students awaiting approval.
 - Click **[Set & Approve]** to establish the updated settings and approve the student for testing.

See Table 4 for a complete list of test settings and accommodations.



Test settings and accommodations cannot be changed on a test that is in-progress. In order to adjust a setting for a test that has already been started, the student's test must be paused and the TA must make necessary changes during the approval process.

A student's Language **cannot** be changed after the test opportunity has been started. All other test settings can be altered for test opportunities that are being resumed.

Denying Students

Although you can approve all students at the same time, you must individually deny students from entering your session. You may want to deny a student entry into a session for one of the following possible reasons:

- The student is not supposed to enter your session.
- The student selected the wrong test.
- The student's test settings or accommodations are incorrect.

The student will receive a message containing the reason for being denied entry into the session. The student will then be logged out and directed to the login page.

To deny a student entry to the test session:

1. On the Approvals Screen, click **[Deny]** for that student.
2. In the pop-up window that appears, enter a brief reason for denying the student.
3. Click **[Deny]**.

Test Settings and Accommodations Quick Reference

If a student's default test settings and accommodations have not been preset in TIDE, the student is automatically assigned the default for each test setting (for that respective test). The following table details test settings that can be assigned to a student's test, with default settings noted in bold font. It is important to note that the default settings can vary by test. Only the test settings available for that test will be displayed on a student's test settings screen.

Table 4. Test Accommodations and Descriptions

Test Setting	Options	Description
Accommodation Codes	None A003 On-Site Interpreter A004 Read Aloud to Self A008 Closed Circuit TV A010 Listening Device A012 Scribe A016 Template for Screen A018 Seated near TA A019 Tested Individually A020 Tested in Small Group A021 English Paper Dictionary	Refer to the <i>Online Test Administration Manual</i> for details about each accommodation.
Color Choice	None (default/white) Yellow Blue	This is the background color applied to a student's test. This setting is designed to help students who experience difficulties that are associated with the contrast or lighting of the screen. The color option that will work best is specific to each student. The default, None, uses a white background.
Language	English Hawaiian Braille	This setting <u>cannot</u> be adjusted in the TA Live Site. Note: A student's test language cannot be changed once the student starts the test.
Print on Request	None Stimulus Stimuli and Items	This setting <u>cannot</u> be adjusted in the TA Live Site*. This test setting provides a student with the ability to request printouts of test content. ➤ <i>None</i> - the student cannot request printing of any stimuli or items. ➤ <i>Stimulus</i> - the student can only request printing of test stimuli. ➤ <i>Stimuli and Items</i> - the student can request printing of test stimuli and items (including answer options). <i>When printing secure test content, you must follow all security procedures related to printed test materials and secure disposal immediately following the testing event, as described in the Test Administration Manual.</i> <i>*If a student requires Print on Request for any test, you must contact your school's Test Coordinator. The TC will need to submit a request to the Department's Student Assessment Section.</i>

Test Setting	Options	Description
Print Size	No default zoom applied (12 point font) Level 1 (default x 1.4 = 17 point font) Level 2 (default x 1.75 = 21 point font) Level 3 (default x 2.3 = 28 point font) Level 4 (default x 2.9 = 35 point font)	The selected Print Size becomes the default for all items in that student's test. Regardless of the Print Size assigned, all students will be able to use the Zoom buttons in the test to toggle between the five levels of print size for individual items.
TTS (Text-to-Speech)	None Instructions Instructions, Stimuli, and Items	<p>This test setting provides the student with the ability to listen to sections of test content as a restricted resource.</p> <ul style="list-style-type: none"> ➤ <i>None</i> - the student cannot listen to any instructions, stimuli, or items on the test. ➤ <i>Instructions</i> - the student can only listen to instructions on the test. ➤ <i>Instruction, Stimuli, and Items</i> - the student can listen to instruction, stimuli, and items on the test (including answer options). <p>TTS availability and defaults vary by test subject:</p> <ul style="list-style-type: none"> • <i>Mathematics and Science</i>: instructions, stimuli, and test items, (including answer options) • <i>Reading</i>: instructions only*; <p><i>*If a student requires TTS to be enabled for Reading passages, test items, and/or answer options, you must contact your school's Test Coordinator. The TC will need to submit a request to the Department's Student Assessment Section.</i></p> <p>Note: TTS is available for tests in English only.</p>

**The default setting for each category is displayed in bold. Note that the default setting for a test may vary by subject and grade.*

Monitoring Students' Testing Progress

After students have logged in and you have approved them to begin testing, the main panel on the TA Live Site will display each student currently logged into your session.

The table in your test session panel shows each student's name, 10-digit SSID, Opportunity Number, Test Name, Test Settings, Requests, Student Status, and a Pause Test option.

Students in your test session								
4 Students in Session		Approved Requests		Sort Column By		Requests = New Request		Hide/Show Columns
Student Name	SSID	Opp #	Test	Accommodations	Requests	Student Status	Pause Test	
test3, student3	9999999928	1	Grade 6 Reading	Custom Settings	Print	started: 6/9	Pause	
GUEST	GUEST	1	Grade 5 Mathematics	Standard Settings		paused: 4/10, 20 min		
GUEST	GUEST	1	Grade 5 Mathematics	Standard Settings		paused: 0/0		
GUEST	GUEST	1	Grade 4 Mathematics	Standard Settings		paused: 0/0		

The Student Test Progress table displays the following for each test opportunity:

➤ **Student Name**

➤ **SSID**

➤ **Test Opportunity Number**

Each student's test record indicates the opportunity number for that student's test subject. The opportunity number is color-coded so TAs can easily identify this information when multiple tests are displayed on their screen. Opportunity numbers are color-coded as the following:

First opportunity – **Green**

Second opportunity – **Yellow**

Third opportunity – **Red**

➤ **Test Name**

➤ **Test Settings**

Each test opportunity will display one of the following settings:

- *Standard Settings*: Indicates that the default test settings are applied for this student's test opportunity.
- *Custom Settings*: Indicates that one or more of the student's test settings has been adjusted or is different than the test's defaults. This applies to changes to a student's test settings made via the **TA Live Site** or **TIDE**.



Click the binoculars icon to view a student's test settings for a test opportunity.

➤ **Print Requests**

When a student requests a printout of test material, a **[Print]** button displays to notify the TA of the pending request. Click the **[Print]** button to view the student's request.

If you approve the print request, a cover sheet containing the student's name and 10-digit SSID will display in a new browser window. Note that the requested test content will not be displayed on your screen at any time. Click **[Print]** to continue processing the request and view the printer dialog. Adjust the print settings as needed and click **[OK]** to send the request to the printer.

➤ **Student Status**

The test status provides information on a student's test progress. The following section provides details for each status type.

➤ **Pause Test**

Click the **[Pause]** button to stop a student's test. The student will be logged out of his or her test. This button is displayed only for in-progress tests.

Student Status Definitions

The following status types are listed chronologically as displayed during the testing/scoring process.

- **Approved:** The TA has approved the student for the session, but the student has not yet started or resumed the assessment.
- **Started:** The student is currently taking a test.
- **#/#:** This shows the progress of a student's test (for test opportunities with a *Started* or *Paused* status). The *first* number is the number of items that the student has answered. The *second* number is the total number of items that will be administered. *Note: The total number of items may vary by subject or grade.*
- **Review:** The student has answered all items and is currently reviewing his or her answers before submitting the test for scoring. A test with a review status is not complete and still needs to be submitted.
- **Completed:** The student has submitted the test for scoring. No additional action can be taken by the student.
- **Submitted:** The test has been submitted for quality assurance review and scoring before it is sent to the online reporting system. No additional action can be taken by the student.
- **Scored:** Tests will display a score after auto-scoring. No additional action can be taken by the student.
- **Reported:** The test score has been submitted to the reporting system. No additional action can be taken by the student.

The following status types may appear when a student is listed but not actively answering items.

- **Paused:** The student's test is currently paused. The following scenarios will result in a paused status:
 - The student logs out of his or her test by clicking the **[Pause]** button on the Student Site.
 - The TA stops the session.
 - The TA stops the student's test by clicking the **[Pause]** button for that test opportunity.
 - The student is not logged in to the Student Site (e.g., network errors, etc.)

Note:

Paused tests will display the number of minutes a test opportunity has been paused. This feature is designed to help TAs identify the duration of a pause before it is subject to the 20-minute pause rule.

- **Denied:** The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the TA approves or denies the student again.
- **Expired:** The student’s test has not been completed within 45 calendar days and cannot be resumed because the test opportunity has expired.
- **Pending:** The student is awaiting TA approval for a new test opportunity.
- **Suspended:** The student is awaiting TA approval to resume a test opportunity.

Pausing Tests and Stopping Sessions

After students begin testing, you have two options to stop (or pause) tests for students.

You can **pause** an individual student's test or **stop** the entire session, which will pause all in-progress tests in your session. If you choose to stop the session, **you will not be able to resume it. You will have to create a new session and provide that Session ID to your students who are taking tests.**

Pausing Tests

Students whose tests are paused will be logged out and directed to the login page. If they want to re-enter the session, they will have to log in again and request entry into your session. You will have to go through the process of approving these students again.



Students whose tests are **paused for more than 20 minutes** will not be able to review previously answered questions.

Students in your test session

4 Students in Session

Approved Requests

Sort Column By

Requests = New Request

Hide/Show Columns

Student Name	SSID	Opp #	Test	Accommodations	Requests	Student Status	Pause Test
test3, student3	9999999928	1	Grade 6 Reading	Custom Settings	Print	started: 6/9	Pause
GUEST	GUEST	1	Grade 5 Mathematics	Standard Settings		paused: 4/10, 20 min	
GUEST	GUEST	1	Grade 5 Mathematics	Standard Settings		paused: 0/0	
GUEST	GUEST	1	Grade 4 Mathematics	Standard Settings		paused: 0/0	

To pause an individual student's test:

- Click the [Pause] button for that student.

Stopping a Test Session

Although student tests can be resumed, test sessions cannot be resumed. Stopping a session will automatically pause all students' tests in that session.

Note: Because test sessions cannot be resumed, you will need to create a new test session if your session is stopped. This session will be assigned a new Session ID that students will need to use to log in and resume testing.

To stop the session (and pause tests for all students in your session):

- Click the [Stop Session] button in the upper left corner of the screen. An "Important!" box will appear, asking you to verify that you want to pause the session and log students out.
- Click [OK] to continue.

Transferring Test Sessions between Computers

Test Administrators can easily switch computers or browsers without interrupting a test session. This feature is useful in scenarios where a TA needs to switch to an approved mobile device or another desktop machine.

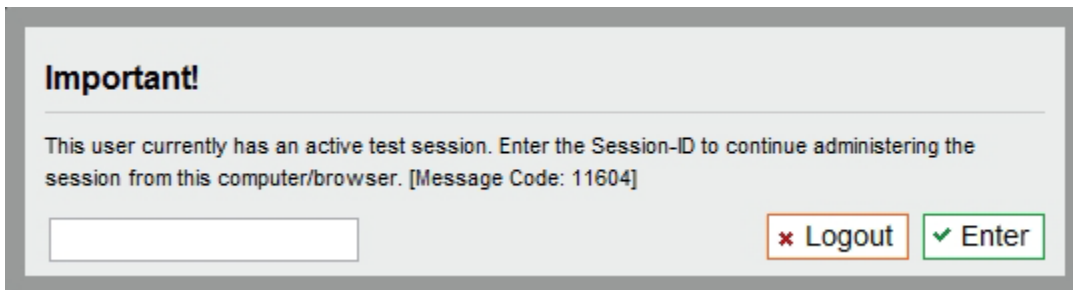
In the event that a TA logs in while he or she is already administering a test session, a screen prompts the TA to enter the Session ID for that session. For this reason, **it is essential that TAs document the current Session ID when administering online assessments.**

Upon entering the correct Session ID, the TA can continue administering that test session from the new browser. The system ensures that a test session can only be administered from one browser at a time; therefore, when a session is handed off to a new browser the TA is no longer able to administer the test session from the initial browser.

To Transfer a Test Session to a New Machine or Browser

1. Log in to the TA Live Site on the new machine or browser.
Do NOT log out of the test session on the original computer or browser; doing so will end the test session and pause all students' tests.

A Session ID prompt will appear.



Important!

This user currently has an active test session. Enter the Session-ID to continue administering the session from this computer/browser. [Message Code: 11604]

✕ Logout ✓ Enter

2. Enter the active Session ID into the text box, and then click **[Enter]**.

When the Session ID is validated, you will see the TA Live Site and be able to continue monitoring your students' progress.

3. The test session will automatically close on the previous computer or browser.

Test Opportunity Expiration

A student's test opportunity remains active until the student completes the opportunity or until the test opportunity expires.

All tests expire 45 calendar days after the students begin the opportunity, or at the end of the test window, whichever comes first. Once a test has expired, no further action can be taken by the student.

The Test Management Center in the Online Reporting System provides a filter that can be used to identify any incomplete test opportunities that are about to expire. Refer to the *Online Reporting System User Guide* for information.

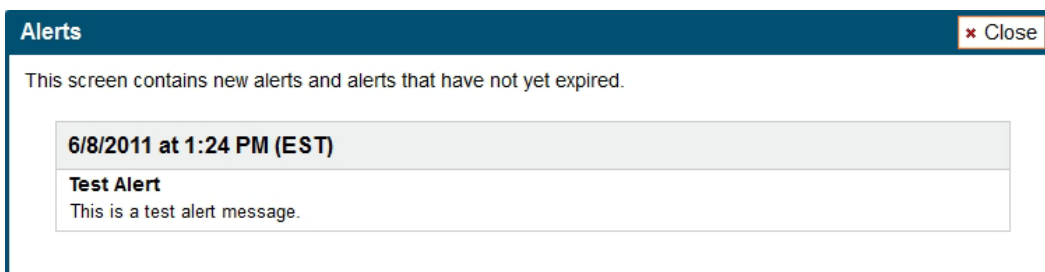
Alert Messages

The Hawai'i Department of Education is able to send out statewide alert messages to all TAs. These alerts will be displayed on the TA Live Site. To ensure that you have read these messages, you will need to click [OK] to close the alert.



Viewing Past Alerts

A record of alert messages that you have read and acknowledged can be viewed by clicking the Alert Center ⚠ icon. This appears at the top right corner of the screen, next to the [Logout] button. Click the icon to open a window that contains alert messages that have not yet expired (each message includes an expiration date).



Printing Session Information

This feature allows you to print the screen as it currently appears to you. Doing so can help you track which students did not complete their tests and may need to be scheduled for another session.

To print, click the [**Print**] button. Your regular print window will appear. Select the settings you want and then click [**OK**]. *Tip: Set your print options to Landscape mode (horizontal) to accommodate screens containing many columns. You can also use your Web browser's "Print Preview" feature to scale content to fit on a printed page.*



Federal law (FERPA) prohibits the release of any student's personally identifiable information. Any printouts must be securely stored and then destroyed when no longer needed.

Exiting or Logging Out of the TA Live Site

We encourage you to log out of the TA Live Site only after you have stopped the test session. Regardless of how you log out or navigate away from the site, student data will NOT be lost.

Logging Out/No Students Testing

To log out of the TA Live Site, simply click the [**Log out**] button in the top right corner of the screen. You may need to confirm that you want to exit the TA Live Site. Click [**Exit**] to proceed. You will be directed to the AlohaHSAP portal after you log out.

Logging Out/Students Still Testing

If you log out or close the browser while students are still testing, all in-progress tests will be paused. You will not be able to resume that specific session. You will need to log back in and create a new session and provide that Session ID to students who need to resume testing.

If you accidentally log out, student test data will not be lost. You can create a new session, and students can resume their tests in that session.

Test Session Time-Out

As a security measure, TAs are automatically logged out after 20 minutes of user inactivity and no student activity in the session. If you are automatically logged out, the status of your session will change to "closed" and all in-progress tests in your session will be paused.

You will need to log back into the TA Live Site, create a new session, and approve entry for any students who need to resume their tests.

Unintentional Exit/Log Out

In the case of an unintentional exit of the online testing system/TA Live Site caused by a system or computer error (such as the Web browser crashing or closing), a network or communication error, power loss, or other event, your session will close and all in-progress tests will pause. This scenario includes the TA navigating to another Online HSA application from the TA Live Site.

No student data will be lost, and students will be able to resume where they left off.

IV. The Student Site

This section of the user guide provides TAs with an overview of the Student Site and addresses some of the common questions TAs and students may have.



Students must use the secure browser to access the Online HSA Student Test site. The secure browser may be used when accessing the Student Training Test, although it is not required.

Student Login and Test Selection

The secure browser automatically directs students to the student login page upon being opened.

Please Sign In

First Name:

SSID:

Session ID:

Students log in using their legal First Name (not a nickname), 10-digit SSID, and the Session ID provided by the TA.

Common Login Errors

The system will generate an error message and associated code if a student cannot log in. The following are the most common login errors. Note: You or a proctor may need to watch the student to ensure that he or she is entering all information properly.

Student's first name and 10-digit SSID do not match:

Verify that the student has correctly entered his or her 10-digit SSID. If this does not work, use the Student Lookup tool to verify that the student exists in the system with the first name that he or she entered.

Session ID does not exist:


The student entered a Session ID that does not exist. Verify that the student entered the Session ID correctly and that it does not contain any unnecessary spaces.

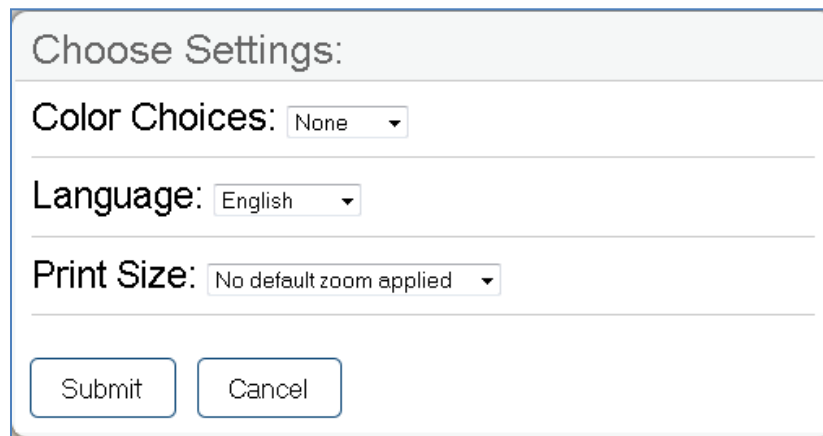
The testing session is closed:

The Session ID entered corresponds with a session that is closed. Ensure that the student enters the correct Session ID for the current session. If this does not work, verify that your session is open. *Reminder: You cannot resume sessions.* If you stop a session, you will need to create a new session. Doing so will result in a new Session ID.

Enabling Test Settings from the Login Screen

This feature should be pointed out to students who qualify for custom color choice and print size settings that have been preset for them in TIDE by the Test Coordinator based on their documented learning needs before they start the test.

An icon that looks like a cog wheel  is displayed in the upper right corner of the login page and all proceeding screens. Clicking this button will display the following pop-up box.



The image shows a pop-up box titled "Choose Settings:". It contains three dropdown menus: "Color Choices:" with "None" selected, "Language:" with "English" selected, and "Print Size:" with "No default zoom applied" selected. At the bottom of the box are two buttons: "Submit" and "Cancel".

Any other student who does not have a documented learning need can select the color background and print (zoom) size they wish to use throughout the login process.

Selecting the Hawaiian Language for HLIP Students

Online Hawai'i State Reading, Mathematics, and Science Assessments are available in English and Hawaiian. Hawaiian language assessments are to be used for grades 3 and 4 students in the Hawaiian Language Immersion Program (HLIP). The grades 3 and 4 HLIP students will have the language used for each assessment preset to Hawaiian in TIDE by the Student Assessment Section with AIR's assistance. English will be the default language in TIDE for other students. TAs cannot select alternate languages during testing. Please note that for grades 3 and 4 HLIP students, although the language for each assessment will be preset to Hawaiian, before the students start an assessment, the login instructions are defaulted to English and the grades 3 and 4 HLIP students will have to select the Hawaiian language from a drop-down menu. If the language is not preset in TIDE, choosing the language during the login process for a test session will not change the language to Hawaiian for the passages or test questions for reading, mathematics, and science.

When a student enters the HLIP program during the school year, the English language selection for a student who is entering the HLIP program will not be changed in TIDE to Hawaiian by the Student Assessment Section during the 2012–2013 testing window because these students have not received enough instruction in the new language to successfully complete the content area assessments.

Note: *These settings will remain until the test settings are applied during the TA approval process. Settings applied by the TA will override settings the student has selected on the login screen.*

Verify Student Information

After logging in, students will see the “Is This You?” screen. At this point, each student must verify his or her personal information.

- If the information is correct, the student should click [Yes].
- If any of the information displayed is incorrect, **the student should not proceed with testing.** Have the student click [No]. He or she will be redirected to the login page. Notify your Test Coordinator in the event that the student’s information needs to be updated.

Is This You?

Please review the information below. If all of the information is correct, click [Yes], if not click [No].

Name: BURTON, DENISE

Date of Birth: January 1, 2000

School: Training School A

SSID: 9999999227

Enrolled Grade: 05

To proceed (students):

1. Verify name, enrolled grade (not test grade), birth date, school, and 10-digit SSID.
2. Click [Yes]. The “Your Tests” screen will appear.

Note: If any of the information for a student is incorrect, the student’s profile must be updated in eSIS/SSSES before he or she can begin testing. The Hawai’i Department of Education uploads student information from eSIS/SSSES to the Online HSA system on a nightly basis. Student records should be updated within 48-72 hours. After a student’s record is updated, he or she can begin testing.

Select an Assessment

The **Test Selection** screen appears after a student confirms his or her identity. This page displays all grade-level tests that the student is eligible to take; however, only those tests included in the test session (and those that the student has not yet completed) will be displayed as clickable buttons.

The *Opportunities* column indicates the current opportunity the student is on for each test listed.


- Students have three test opportunities for each test subject.
- *Note: Grades 9 – 12 students who are enrolled in a Biology I course will take the Biology I End-of-Course Exam. Students enrolled in a block-schedule school where each class period can be several hours in length will be tested at the end of the fall semester, November 26–December 14, 2012. Students who are not enrolled in a block-schedule school will be tested at the end of the spring semester, May 6–24, 2013. Students may take the Biology I End-of-Course Exam only*


once, unless the Student Assessment Section gives a student permission to take the exam a second time on a case-by-case basis during the testing window.

Grades 3 and 4 students enrolled in the Hawaiian Language Immersion Program (HLIP) will take the Online HSA assessments in the Hawaiian language. These HLIP students will take each assessment only once during a three-week testing window in the spring, April 29 – May 17, 2013.

Your Tests

Please choose a test to take.

**Start Grade 5 HSA Reading**
This is opportunity 1 of 3

**Inactive Grade 5 HSA Mathematics**
Test not available for this session. [10165]

Back to login

To proceed (students):

1. Select an available test to start or resume.

The request will be sent to the TA. The student will see the following display while waiting for the TA to approve the request for entry into the test session:

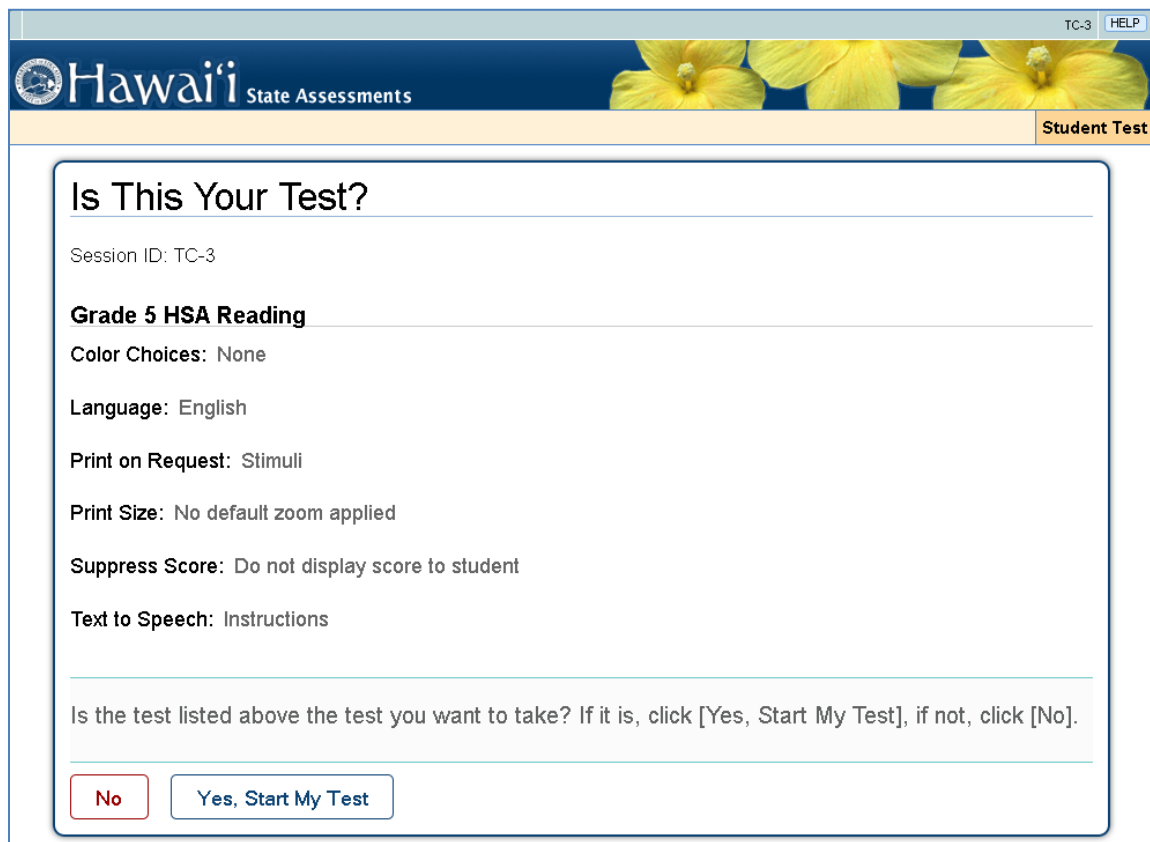
Waiting for TA approval...

Please wait while the Test Administrator edits the settings for your test session. This may take a few minutes...

Click here to cancel.

Verify Test Information

Following approval by the TA, students verify their test and any test settings that will apply to the test opportunity.



TC-3 HELP

Hawai'i State Assessments

Student Test

Is This Your Test?

Session ID: TC-3

Grade 5 HSA Reading

Color Choices: None

Language: English

Print on Request: Stimuli

Print Size: No default zoom applied

Suppress Score: Do not display score to student

Text to Speech: Instructions

Is the test listed above the test you want to take? If it is, click [Yes, Start My Test], if not, click [No].

To proceed (students):

1. If the settings are correct, click **[Yes, Start My Test]**. The student will be directed to the Test Instructions and Help page.
Note: Students who have a TTS accommodation will be prompted to check their audio immediately after this step.
2. If the settings are incorrect, the student should click **[No]**. The student will reappear in the TA Live Site in the list of students awaiting approval.




If any of the test settings and accommodations on this page are incorrect, the student should NOT proceed with testing.

Sound Check

Students who have the Text-to-Speech accommodation and who have headphones plugged into their computers will be prompted to verify that they can hear the sample audio before continuing the login process.

Do you hear the voice?



Press the green button to test your Text-to-Speech settings.
You should hear the following phrase: "This text is being read aloud."
Click [Yes, I heard the voice] if it worked. If it did not work, click [No, I did not hear the voice].

No, I did not hear the voice

Yes, I heard the voice

Skip this audio check

Sound Settings

Current voice pack: **MS Anna**

Use the sliders to adjust pitch and volume. You will not be able to change these settings once you begin your test.

Volume

Pitch

To proceed (students):

- Click the green speaker icon and listen to the audio.
 - If the voice was audible and clear, then the student should click **[Yes, I heard the voice]**.
 - If the voice was not audible or clear, then the student should adjust the settings using the Volume and Pitch sliders.
 - If the student still cannot hear the voice clearly, he or she should click **[No, I did not hear the voice]**. This will log the student out. After the student logs out, he or she should close the secure browser. The TA can work with the student to adjust the computer's audio settings. The student can then reopen the secure browser and log back in.



Once the student confirms the audio settings and starts the test, the audio settings cannot be changed. If a student wants to change the audio settings, he or she will have to pause the test and resume the login process to return to the Text-to-Speech check page.



Note to Test Administrators: You may want to verify that the audio settings work correctly before the student logs in. To do so, click the **[Run Diagnostics]** link from the secure browser login page, and then click the **[Text-to-Speech Check]** button. The diagnostics page will show the same sound check options.

Linux Note: Students who are using Linux machines will not be able to adjust the voice pitch. Settings other than volume must be updated in the computer's interface.

Test Instructions and Help (Begin Test Now)

After the student has verified his or her test settings and clicked **[Yes, Start My Test]**, the next page will show the Test Instructions and Help screen.





Test Instructions and Help

Click [Help] to access the Help Guide at any time during your test. Please scroll down for additional information.

Keyboard Navigation for Students

Test Selection Screens and In-Test Pop-ups

Use these keyboard commands to select options on the pages prior to your test or on pop-up messages that appear during your test. For example, if you see a screen with [No] or [Yes] buttons, you will need to navigate to that button to select it.

Keyboard Command	Function
	Move to the next option
 + 	Move to the previous option
	Select the shaded option

Cancel

Begin Test Now

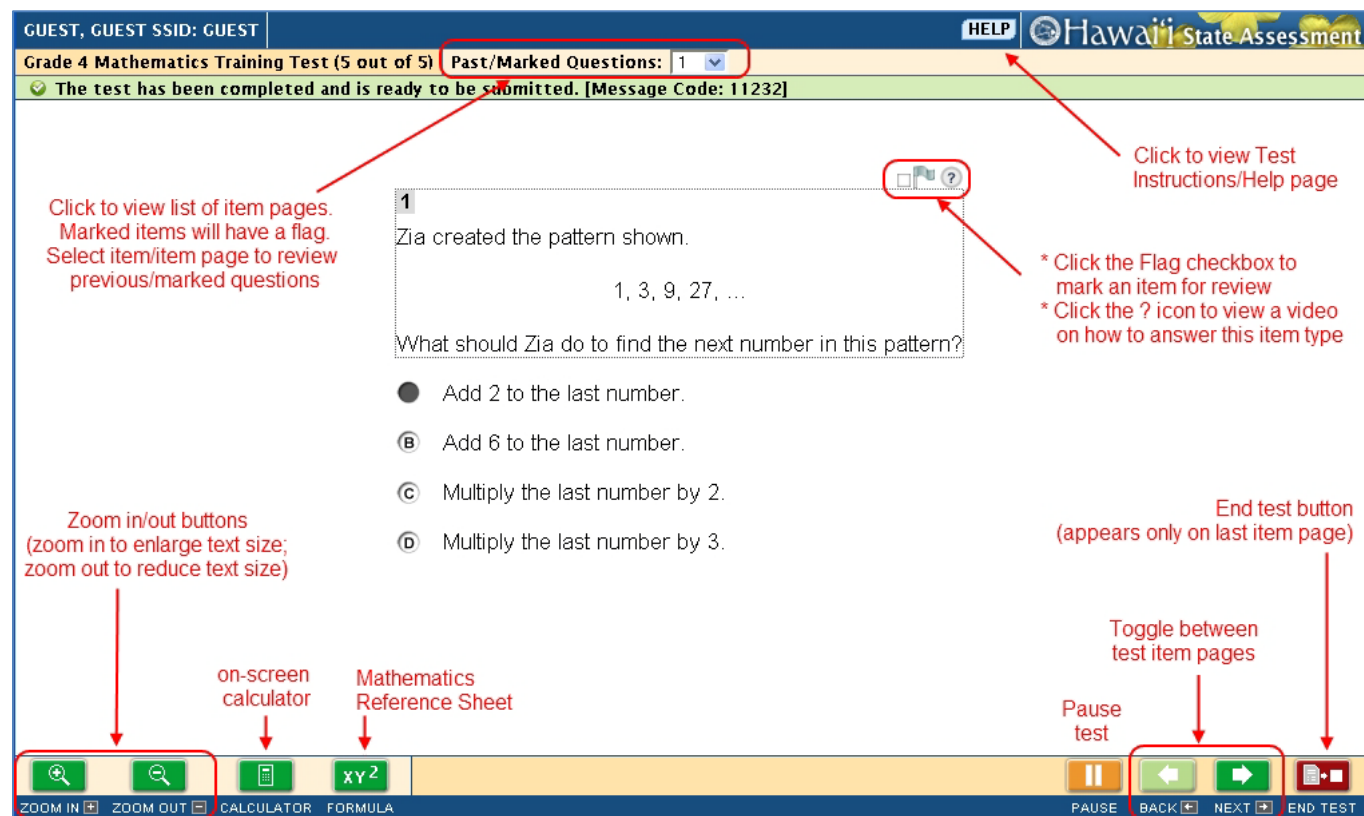
Students should review the text on this screen to understand what test tools are available and how to navigate through the online test.

After the student has finished reviewing this screen, he or she should click **[Begin Test Now]**.

Student Test Layout and Tools

Test Layout

The following image is a sample item page from a Mathematics test.



Note: Reading tests, which have passages, show pages with a reading passage on the left side of the screen and the test items on the right side. Independent vertical scroll bars are visible and should be used to ensure that students read the entire reading passage and answer all the associated test items.

General Test Tools

All students have the ability to do the following:

- Highlight text in passages and test questions
- “Zoom” in and out of test pages (this makes the font larger or smaller)
- Mark specific items for review
- Strike through (cross out answer options)

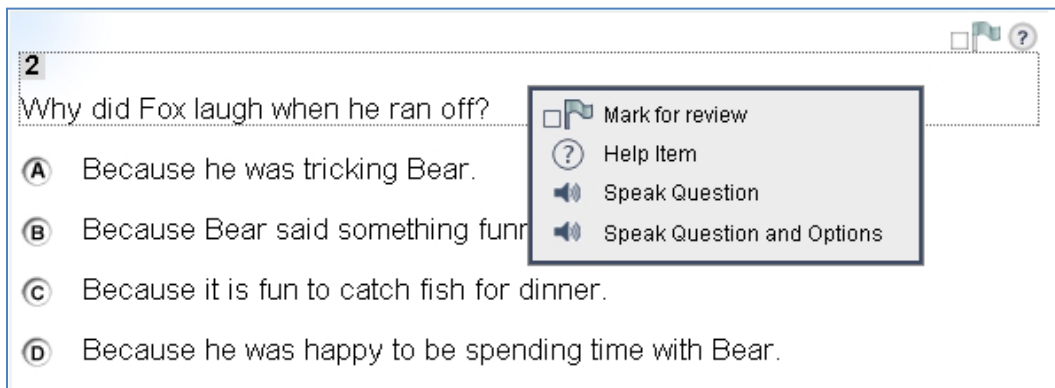
In addition, students have access to the following online tools:

- Mathematics
 - **Calculator:** Click the [Calculator] button to view the on-screen four-function calculator provided for grades 3 – 8 and 10.
 - **Reference Sheet:** Click the [Formula] button to view a grade-specific reference sheet. A grade 3 reference sheet is not provided.

Text-to-Speech Tool

Students taking assessments with the text-to-speech (TTS) tool enabled have the ability to listen to instructions, stimuli, and test items (including answer options). TTS availability can vary by test and student accommodation.

Students who use the TTS tool must use headphones (AIR recommends that students use headphones with a built-in volume control for maximum audio adjustment capability).



To activate the TTS feature (students):

1. Right-click on an area that contains text. A pop-up menu will appear with options to speak the question or speak the questions and answer options.
 - Students who select a portion of text and right-click will also be presented with the option to listen to the selected text. (This is primarily used with reading passages.)
2. Select (click) the desired TTS option and the text will be spoken.

To pause TTS:

- Right-click in the area of the text that is being spoken aloud. A pop-up menu will appear with several options. Click "Pause Speaking"

To resume TTS:

- Right-click in the area of the text that had the TTS paused. A pop-up menu will appear with several options. Click "Resume Speaking".

Online Assessment Navigation and Rules

Basic Navigation Rules

- Students cannot skip test items.
- Students must answer all test items on a page before going to the next page.
- Students may change their answers only if the test has not been paused for more than 20 minutes (refer to the section on “Pausing Tests” for additional information on this rule).

Answering Test Items

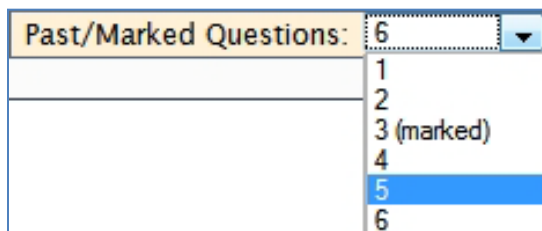
Students must answer each test item that appears on a page before they can proceed to the next page in the test. Some pages may have only one test item and others may have more:

- To answer **multiple-choice** items, students must click the desired answer option so that the corresponding oval (A, B, C, or D) is filled.
- To answer **interactive** (grid) items, students need to carefully follow the instructions in the question:
 - Some items require moving the appropriate object(s) to the correct place in the Answer Space.
 - Other items require entering text into a text box.

After students have answered all items on the page, they should click [**Next**] to go to the next page.

Going Back to Change Answers

While students must answer all test items on a page before moving on to the next page, they may go back to a previous item, provided the test has not been idle or paused for more than 20 minutes. They can use either the [**Back**] button or the **Past/Marked Questions** drop-down list to navigate to the page that has the item(s) they want to review.



Reaching the End of the Test and Reviewing Marked Items

Once a student answers the last item of the test, the [End Test] button will appear in the bottom right corner of the screen. The top of the screen will also display the following message: “The test has been completed and is ready to be submitted.”

The screenshot shows the Hawaii State Assessments Grade 5 Reading interface. At the top, a green banner displays the message: "The test has been completed and is ready to be submitted." Below this, the interface is divided into two main sections. The left section contains a reading passage titled "MIRACLE MEAT" with three numbered questions. The right section contains a list of multiple-choice answers for the questions. The passage text is as follows:

MIRACLE MEAT

1 Which food product is sold in almost every grocery store in the United States? Which food product has over 141 million cans sold each year? Which food product is used in carving contests and has a museum in Minnesota? If you guessed SPAM®, originally called "Hormel Spiced Ham," you are right! SPAM, a chopped pork shoulder and ham mixture, has even been credited with winning wars and saving lives.

2 Hormel Spiced Ham was first sold in the 1930s. At first, it was assumed that the product would only be a lunch meat, but it was immediately popular. Other meat packers quickly made their own canned lunch meat to compete with Hormel Spiced Ham. Suddenly, people were not buying as much of the product. Something had to be done! The company decided to have a contest for the best product name. The name SPAM won. What does the name stand for? Some say it is "Shoulder of Pork and hAM." Others say it is "SPiced HAM."

3 SPAM was known as the "Miracle Meat." All the new ads insisted that SPAM was good at any meal. To boost sales, the makers of SPAM created a commercial with a song about SPAM. The tune they

The right section shows the following questions and answers:

9 How is the passage organized?

- ☐ (A) Questions with answers
- ☐ (B) Time order
- ☐ (C) Comparison and contrast
- ☐ (D) Problems and solutions

10 Which question is answered in the passage?

- ☐ (A) How much money was made from SPAM?
- ☒ (B) Why did Hormel use ham instead of chicken?
- ☐ (C) What caused the decline in sales of SPAM?
- ☐ (D) Why was "My Bonnie Lies Over the Ocean" chosen as the song?

The bottom of the screen features a navigation bar with buttons for ZOOM IN, ZOOM OUT, PAUSE, BACK, NEXT, and END TEST.

Note: New for 2012–2013, for tests that contain reading passages, students can expand the reading passage so that it takes up a larger portion of the screen. Students will see an icon in the reading passage section that shows a plus sign and a right arrow.

Students simply need to click on this icon to expand the reading passage. Note that the questions are mostly hidden when this feature is selected.


To “collapse” the reading passage, students simply need to click the same button, which is now red and shows a minus sign and a left arrow.

When students click the **[End Test]** button, they will see a new screen that gives them two options:

- They can review their answers.
- They can submit the test for scoring.

Congratulations, you have reached the end of the test!

You may now go back and review your answers, or click [Submit Test] if you are finished with this test. You cannot change your answers after you submit your test.

 This flag shows that you have marked questions. Please review those before submitting your test.

1

2

3 (marked)

4

5

6

7 (marked)

8

Review My Answers

Submit Test

To review answers and go back to the test, students can select an item/test page from the list and then click **[Review My Answers]**. While students are reviewing their answers, the **[End Test]** button will remain on the screen in the same lower right corner position. To return at any time to the End Test screen, a student should click that button again.

To complete the testing process, students must click **[Submit Test]**.

Test Submitted Confirmation Screen

After the student submits the test for scoring, he or she will see the Your Results confirmation screen. This screen will show the student's name, the test name, when the test was completed and submitted, and the student's scale score.

Your Results

Student Name: ANNA TAI

Test Name: Grade 3 Reading

Test Completed On: 09/16/2010

Congratulations! You have now completed this test. Please log out now.

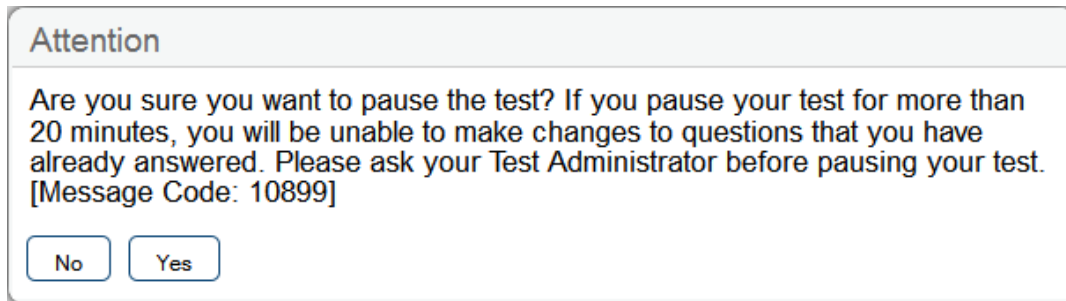
This is your score: 182

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Pausing Tests

Students are able to pause their own tests by clicking the **[Pause]** button. They can do so regardless of whether they are viewing a page with a single item or multiple items.

When a student clicks the **[Pause]** button, a message appears asking the student to confirm that he or she wants to pause the test. After the student clicks **[Yes]** to pause the test, he or she will be directed to the login page.



Before resuming tests, alert students that ***they will not be permitted to change their answers after their test has been paused for more than 20 minutes***, regardless of whether or not an item has been marked for review. The only exception to this rule is if a student was in the middle of a page containing multiple test items when the test was paused and at least one item had not yet been answered.

If a test is paused and the student resumes testing within 20 minutes for the selected test, the student is:

- presented with the test item or passage and associated items that he or she was working on when the test was paused or shut down; and
- permitted to answer previously shown items (both answered and unanswered).

When a test is paused for 20 minutes or more, the student is:

- presented with the page containing the test item(s) he or she was working on when the test was paused (if it contains at least one unanswered item) OR with the next test item page (if all items on the previous test page were answered); and
- NOT permitted to change any previously answered test items (*with the exception of items on a page that contains at least one item that was not answered yet*).

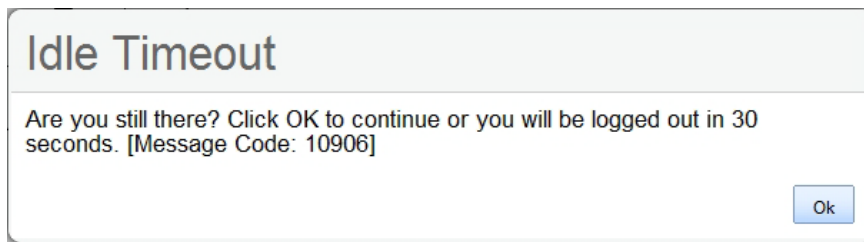
Note: These pause rules apply regardless of whether the student or the TA paused the test or there was a “dirty shutdown” (e.g., power outage or network failure).

Test Timeout (Due to Inactivity)

As a security measure, students are automatically logged out after 20 minutes of test inactivity. This timeout also results in the test being paused automatically. In order to review previous responses, the student must log back in to his or her test within 20 minutes of the timeout.

Activity is defined as selecting an answer or navigation option in the test (e.g., clicking [**Next**] or [**Back**] or using the **Past/Marked Questions** drop-down list to navigate to another question). The system does NOT consider the use of tools such as calculators “activity.”

Before the system logs the student out of the test, a warning message will be displayed on the screen. If the student does not click [OK] within 30 seconds after this message appears, he or she will be logged out.



V. Overview of Training Sites

This section provides an overview of the Test Administrator (TA) Training Site and the Student Training Site (Training Tests). The TA Training Site may be used only by certified Test Administrators. Anyone can log into the Training Tests site as a guest, and students may choose to use their legal first name and 10-digit SSID to log in.

These applications can be used independently or together to simulate an actual online test session so that both TAs and students can become more comfortable with the online testing experience. Both Training Site applications are accessible from alohahsap.org.

A comparison of the student Training Site and the operational test site is provided in Table 5.

Table 5. Key Differences between the Student Training Site and Operational Test Site

Feature/Function	Student Training Site	Operational Test Site
Browser Access	Requires the use of the Firefox browser (version 3.5 and above) or the secure browser. <i>Note: The Text-to-Speech feature is only available when using the secure browser.</i>	Requires the use of the secure browser.
Login	Allows guest/anonymous login. This allows students, families, and others to see what the online assessments are like and to see training test items. Students can log into a mock session created by the TA using their legal first name, 10-digit SSID, and Training Session ID.	Only accessible to students in the system (requires legal first name, 10-digit SSID, and Session ID to log in).
Test Items	Training tests are “fixed-form” tests, which means that all users will see the same questions in the same sequence. Users can practice taking the same tests several times if they want to. Items include only released items that appeared on assessments from previous years or that were developed specifically for training. These items will not appear on the operational assessments.	Operational tests are “adaptive” assessments, which means that no two students in the same session will have the same item sequence. Adaptive assessments provide items to students based on students’ ability to answer the previous items correctly. This provides better understanding of each student’s demonstration of knowledge and skill in the content area. <i>Note: The grades 3 and 4 Online Hawai‘i State Assessments in Hawaiian that are to be administered to the grades 3 and 4 HLIP students are fixed-form tests and are not adaptive.</i>

Feature/Function	Student Training Site	Operational Test Site
Test Opportunities	<p>Allows ample opportunities for practice. Students and other users can take the same training tests multiple times.</p> <p>This provides students with a chance to become comfortable with taking online assessments.</p>	<p>Limited to three test opportunities for Online HSA Reading, Mathematics, and Science Assessments.</p> <p><i>Note: Grades 9–12 students who are enrolled in a Biology I course, will take the Biology I End-of-Course Exam only once during their scheduled testing window, unless the Student Assessment Section gives a student permission to take the exam a second time on a case-by-case basis during the testing window.</i></p> <p><i>Grades 3 and 4 Hawaiian Language Immersion Program (HLIP) students will take the Hawai'i State Reading, Mathematics, and Science (grade 4 only) Assessments in the Hawaiian language one time during the spring testing window.</i></p>
Scoring	<p>Training tests are not scored. However, an answer key with the correct answers is available on the Training Test site for each test.</p>	<p>Scale scores are provided to students at the end of operational assessments.</p>

Possible Login Scenarios for Student Training Site

Because the Student Training Site allows a user to log in as a guest user and to log into a guest session (without a TA monitoring the session), four possible login scenarios exist.

1. Guest User in a Guest Session
2. Guest User in a Created (Mock) Session
3. Real Student in a Guest Session
4. Real Student in a Created (Mock) Session

Note: Training tests in created (mock) sessions are available only to students and TAs, as this requires a TA to access the TA Training Site in order to create a training session.

The screenshot shows the 'Please Sign In' page for the Hawaii State Assessments Student Training Test. The page has a blue header with the 'Hawai'i State Assessments' logo and a 'Student Training Test' label. The main content area is divided into two sections: 'Guest User' and 'Guest Session'. The 'Guest User' section has checkboxes for 'Guest User' and 'Guest Session', both of which are checked. Below these are input fields for 'First Name' (containing 'GUEST') and 'Student ID' (containing 'GUEST'). The 'Guest Session' section has a 'Session ID' input field containing 'GUEST Session'. A 'Sign In' button is located at the bottom right of the form. To the right of the form, there are several informational boxes: a welcome message, a link to answer keys, an interactive tutorial link, a browser requirement notice (Mozilla Firefox or Secure Browser), a link to download Firefox, and a text-to-speech feature notice. At the bottom of the form, there are links for 'Run diagnostics' and 'Browser: Firefox v4 (macOs/linux)'.

To log in as a guest user in a guest session:

- Leave the checkboxes checked, and click [Sign In].

To log in as a guest user in a created (mock) session:

1. Leave the Guest User checkbox checked.
2. Uncheck the Guest Session checkbox.
3. Enter the Session ID the TA gave you.
4. Click [Sign In].

To log in as a student in a guest session:

1. Uncheck the Guest User checkbox.
2. Enter your legal first name and 10-digit SSID.
3. Click [Sign In].

To log in as a student in a created (mock) session:

1. Uncheck the Guest User checkbox.
2. Enter your legal name and 10-digit SSID.
3. Uncheck the Guest Session checkbox.
4. Enter the Session ID the TA gave you.
5. Click **[Sign In]**.

About Guest Sessions

Guest sessions do not require TA approval, so you can take a test using your own settings. Guest session users will need to select a grade level before selecting a test subject and associated settings (e.g., color choice, language, and print size).

Is This You?

Name: GUEST, GUEST

Student Grade Level:

Select Grade
3
4
5
6
7
8
10

Birthday: December 31

School: GUEST School

SSID: GUEST -2920

Please review the information above. If all of the information is correct, click [Yes], if not click [No].

No

Yes

Appendix A: More Information on Secure Browsers

While the secure browsers are an integral component of test security, Test Administrators provide an equally important role in preserving test integrity. In addition to the guidelines put forth by the Hawai'i Department of Education and individual complex areas or schools, TAs should be aware of the following and employ the necessary precautions while administering online assessments.

- **Close External User Applications**

Prior to administering online assessments, TAs should check all computers that will be used and close all applications, except those identified as necessary by the school's Technology Coordinator. After these applications are closed, the secure browser should be opened on each computer (*Reminder: The secure browser will not work if the computer detects that a forbidden application is running*).

- **No Testing on Computers with Dual Monitors**

Students should not take online assessments on computers that are connected to more than one monitor. Systems that use a dual monitor setup typically display an application on one monitor screen while another application is accessible on the other screen.

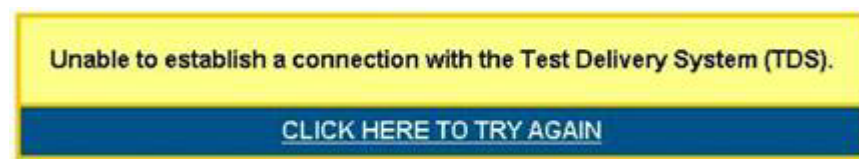
Secure Browser Error Messages

- **Secure Browser Not Detected**

Online HSA automatically detects whether a computer is using the secure browser to access the Student Testing Site. Under no condition may a student access an operational assessment using a non-secure browser.

- **Unable to Establish a Connection with the Test Delivery System**

If a computer fails to establish a connection with Online HSA, the message below will display. This is most likely to occur if there is a network-related problem. The cause can be anything from a network cable not being plugged in to the firewall not allowing access to the site.



Force Quit Commands for Secure Browsers

Occasionally, the secure browser may freeze. When this happens, use the following keyboard commands to force the secure browser to close.

Windows: <Ctrl> + <Alt> + <Shift> + <F10>

Mac OS X: <Ctrl> + <Alt> + <Shift> + <F10>

Linux: <Ctrl> + <Alt> + <Shift> + <Esc>

Note for Windows and Mac users:

If you are using a laptop or netbook, you may also need to press the FN key before pressing F10.

Appendix B: Printable Directions for Administration (with Step-by-Step Guide)

Step-by-Step Guide to Conducting Online HSA Testing

Before Testing	
1. Make sure you are prepared for testing.	<p>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 without completing this course.</p> <p>Practice administering an assessment on the TA Training Site.</p> <p>Know what your students will see. Try out the Interactive Item Tutorial and take a Training Test at alohahsap.org.</p> <p>Download and read relevant user guides and manuals, including the <i>Online HSA Test Administration Manual</i>, the <i>Guide to Navigating the Online HSA Administration</i>, and the <i>Guide to the Online Reporting System</i>.</p>
2. Make sure students are prepared for testing.	<p>Make sure all your students have tried the Interactive Item Tutorial and taken the appropriate Training Tests at alohahsap.org before testing.</p>
3. Get a list of secure 10-digit State Student Identification Numbers (SSIDs).	<p>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 eSIS/SSES 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.</p>
On Testing Day	
4. Log into the Test Administrator Live Site.	<p>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 homepage and click on the "Request 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 login 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.</p>

5. Select tests to administer.	<p>Once you have logged in, select the tests you would like to administer by clicking on the subject(s) and grade(s) in the box.</p> <p>Each test session that you create will be automatically assigned a unique Test Session ID number (this will be four letters followed by a hyphen and a number, e.g., "SMIT-01"). Write this down somewhere where students will be able to see it. Students will need the Test Session ID to log into the test.</p>
6. Launch the secure browser on each computer students will use for testing.	<p>Before students arrive to take a test, make sure the student login screen is showing on each computer. Click the HSA icon on each computer to open the secure browser. It is recommended that TAs 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.</p>
7. Distribute materials.	<p>Grades 3-8 and 10 students may use four-function calculators, scratch paper, handouts of keyboard shortcuts, and Mathematics Reference Sheets (grades 4-8 and 10 only) for the Mathematics test. See the <i>Online HSA Test Administration Manual</i> for additional details on allowable resources for each content area test.</p>
8. Read <i>Directions for Administration</i> .	<p>SAY: Today, you will take a test in [name subject(s)]. Before we begin, I want to go over a few rules with you.</p> <p>Keep your eyes on your own computer.</p> <p>You may not talk during the test, and you may not discuss the questions or your answers after the test.</p> <p>If you have a question or need help with something during the test, raise your hand and I will come to you.</p> <p>Remember that you have a [Help] button in your test that shows you how to use some of the features of the test.</p> <p>Everyone may not finish their tests during this session. That is okay; you will be able to finish on another day.</p> <p>If you finish early, review your answers. Once you have done so, submit your test and log out. You must sit quietly in your seat until the session is done. I will give you some quiet work to do.</p> <p>When I say begin, on the login screen you see on your computer, enter your legal first name (not your nickname), your 10-digit State Student Identification Number (SSID), and the Test Session ID I have written on the board.</p> <p>Once you have logged in, you will see a screen with your full legal name, birth date, 10-digit State Student Identification Number (SSID), school, and grade. 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 I will help you.</p> <p>If the information is correct, select the test you are taking today. Then I will approve you for testing.</p>

	<p>Once I have approved you, click [Start My Test] if you are just beginning or [Resume My Test] if you are working on a test you started earlier. You will first see some instructions and then you can begin answering questions. You must answer each question on the screen before going on to the next question. If you are not sure about an answer, select what you think is the best answer. You can mark a question for review if you want to remind yourself to look at it again later.</p> <p>We have [x] minutes to work on this test today. I will let you know when there are 5 minutes remaining in the session. Begin to log in now.</p>
9. Approve students for testing.	<p>Students can now log in using their 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. Click the “Approvals” button in the upper right corner of the page to approve the waiting students. After carefully checking each student’s accommodations, opportunity number for the content area assessment, and other settings, you can click the “Approve” button for each individual student. Or you can click 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 content area assessment opportunity number, this opportunity cannot be reset for administration on a later date during the testing window. The student or group of students must complete this opportunity within 45 calendar days after they are approved to begin this content area assessment.</p>
10. Monitor student progress.	<p>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.</p> <p>Circulate through the testing room to ensure that all conditions of test security are maintained.</p> <p>If you notice that a student is off task and not progressing through the test, you may say the following statement to the student, verbatim, to keep the student focused:</p> <p>SAY: “It is important that you do your best. Do you need to pause the test and take a break?”</p>
11. Give students a 5-minute alert before the end of the test session.	<p>SAY: There are 5 minutes remaining in this testing session. Please review any questions you marked, or any other questions you would like to check now, because you will not be able to review them during later test sessions. If you have not finished the assessment, you will have a chance to answer the rest of the test questions on another day.</p>
12. End the session and log out.	<p>SAY: The test session is now over. If you have not finished, click [PAUSE]. Then click [LOGOUT]. If you have finished, click [SUBMIT TEST FOR SCORING]. You</p>

	<p>will then see your score. Please keep this information to yourself. Then click [LOGOUT]. I will now collect any scratch paper and other materials.</p> <p>Log out of the TA Live Site.</p>
13. Collect any used paper or other materials.	<p>Used scratch paper and other handouts that students have written on <i>must be shredded</i> and disposed of immediately after each test session. Refer to the test security guidelines in the <i>Online HSA Test Administration Manual</i> for additional information.</p>



In order to reduce network congestion, avoid scenarios where groups of students start their tests simultaneously. This is particularly important on the Test Instructions and Help screen. No more than 20 students should use the [Begin Test Now] button at one time, as simultaneous logins may strain your network and lead to test interruptions.

Appendix C: Test Tools and Keyboard Navigation

This appendix contains information for students who cannot use a mouse to navigate online tests.

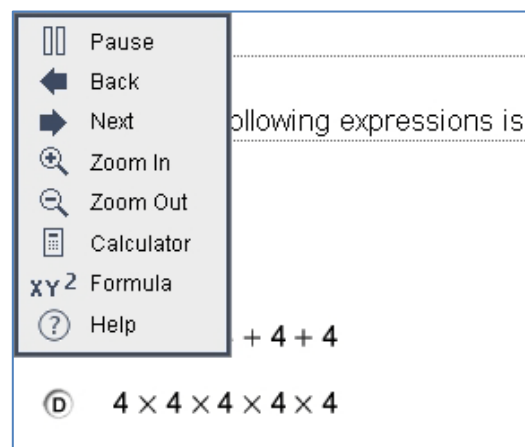
Using the Global and Context Menus

The Global and Context Menus allow students to easily use simple keyboard shortcuts and arrow keys to select on-screen tools.

Global Menu

The Global Menu contains all the options displayed along the bottom of the student's test screen.

- Press the **[Ctrl] + [G]** keys to access the Global Menu. The menu will appear on the screen.
- Use the Up or Down arrow keys on your keyboard to move between options in the menu. Each option will be highlighted as you arrow up or down.
- Press the **[Enter]** key to select the highlighted menu option.
- Press the **[Esc]** key to close the Global Menu.



Note: The Global Menu may change depending on the test you are taking. For example, the Global Menu on a Mathematics test may include a calculator, which you will not see on a Reading test.

Context Menu

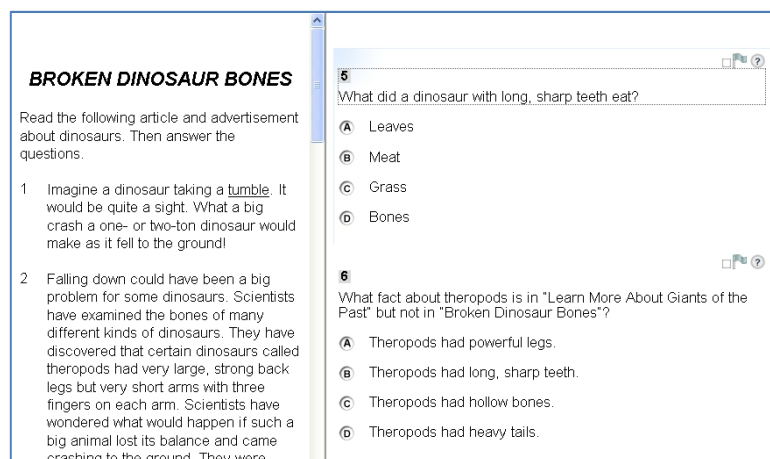
The Context Menus contain the options available for each area of a test item page. These areas of a page are called "elements."

Elements include reading passages, test items, and answer options (A, B, C, and D).

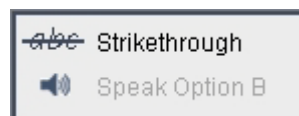
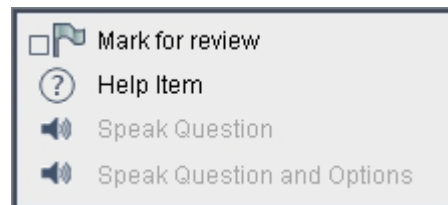
Each element has its own context menu. To view the context menu for an element, you need to navigate to that element.

- Press the **[Tab]** key to navigate between test items (and the reading passage, if there is one).
- Press **[Ctrl] + [Tab]** to switch from a test item to each answer option.

The selected element will have a light gray border.



- Press the **[Ctrl] + [G]** keys on the keyboard. The context menu for that element will appear.
- Use the Up or Down arrow keys on your keyboard to move between options in the menu. Each option will be highlighted as you arrow up or down.
- Press the **[Enter]** key to select the highlighted menu option.
- Press the **[Esc]** key to close the Context Menu.


























Selecting Text with Your Keyboard

1. Place the focus on the element containing the text you want to select. A reading passage, item, and answer option are the different types of elements that can be on a test screen.
2. Press **[Ctrl] + [M]** to open the Context Menu.
3. Select *Enable Text Selection* from the list of available options. A flashing cursor will appear.
4. Use the arrow keys to move the cursor to the beginning of the text you want to select.
5. Hold **[Shift]** and use the arrow keys to select your text. The text you have selected will appear shaded.
6. Press **[Ctrl] + [M]** to access the Context Menu. Select the feature you want to use for the selected text (e.g., Highlighter or Speak tools).

Keyboard Commands





Any student can use these keyboard commands to navigate between test elements, features, and tools.

Button/ Tool	Function/Details	Keyboard Commands
	Open the GLOBAL MENU	+
	Go to the NEXT test page	+ (or use the Global Menu)
	Go to the PREVIOUS test page	+ (or use the Global Menu)
	Move to the NEXT ELEMENT (on a page containing multiple test items and/or a reading passage)	
	Move to the PREVIOUS ELEMENT (on a page containing multiple test items and/or a reading passage)	+
	Select OPTION A	+ used to toggle between answer choices to select answer
	Select OPTION B	
	Select OPTION C	
	Select OPTION D	
	PAUSE your test	+ (via Global Menu)
	END TEST	+ (via Global Menu)
	HELP GUIDE	+ (via Global Menu)
	CALCULATOR	+ (via Global Menu)
	MATH FORMULA reference	+ (via Global Menu)
	ZOOM IN (increase the size of text and graphics on a page)	+ or use the Global Menu
	ZOOM OUT (decrease the size of text and graphics on a page)	+ or use the Global Menu
	SCROLL UP in an area of the test page	

Button/ Tool	Function/Details	Keyboard Commands
	SCROLL DOWN in an area of the test page	
	SCROLL to the RIGHT in an area of the test page	
	SCROLL to the LEFT in an area of the test page	
	Open the CONTEXT MENU (for that passage, question, or answer choice)	 + 
	MARK / UNMARK a question for review	 +  (via Context Menu)
	STRIKETHROUGH an answer option	 +  (via Context Menu)
	HIGHLIGHTER	 +  (via Context Menu)
	SPEAK* Listen to a question or answer choice, or a specific portion of text <i>*available to students who have the TTS feature enabled for the Mathematics and Science assessments; only available to students who have the TTS accommodation enabled for the Reading assessment</i>	 +  (via Context Menu)
	PAUSE/RESUME SPEAK Pause or resume listening to a question or answer choice, or a specific portion of text <i>*available to all students because the TTS feature for the Mathematics and Science Assessments is enabled for all of them; only available to students who have the TTS accommodation enabled for the Reading Assessment</i>	 +  (via Context Menu)
	PRINT* Request a printout of a passage or question <i>*only available to students who have the Print-on-Request accommodation enabled</i>	 +  (via Context Menu)

Test Selection Screens and In-Test Pop-ups

Use these keyboard commands to select options on the pages prior to your test or on pop-up messages that appear during your test. For example, if you see a screen with **[No]** or **[Yes]** buttons, you will need to navigate to that button to select it.

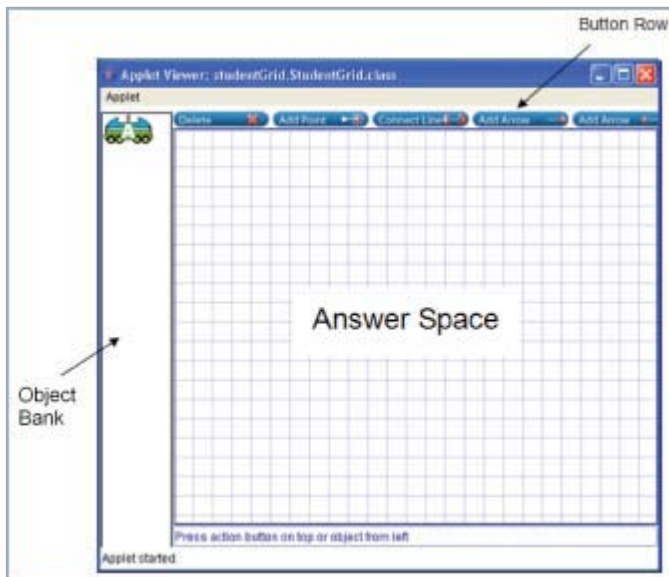
Keyboard Command	Function
	Move to the next option
 + 	Move to the previous option
	Select the shaded option

Keyboard Shortcuts for Interactive Grid Items

Grid items are a type of interactive item and include a screen with up to three main sections:

- Answer Space (the large area that takes up the most space)
- Action Button Row (at least one button will be present at the top)
- Object Bank (a section on the left that includes objects to move to the Answer Space)

Note: Not all Grid items contain all three sections. Some items may contain only an Answer Space (with objects already in the Answer Space). Some may contain only Action Buttons and the Answer Space. Some may contain only the Object Bank and Answer Space.



Keyboard Command	Function
	Press the [Tab] key to move between the Object Bank, the buttons at the top of the screen (Delete, Add Point, Connect Line, Add Arrow, Add Line), and the main Answer Space. The “active” space or button will show a border to make it look different.
	Press the [Enter] key to move between the objects (images, dots, lines, and arrows) that are in the Answer Space. The “active” object will show a border to make it look different.
	Select Object: Press the [Space bar] to select the “active” object or button (the one that shows a border). If you are selecting an object or adding a point, line, or arrow, it will move to the Answer Space in the top left corner. It will also have a blue border to show that it is still “active.” Delete Object: Press the [Space bar] to delete an object (after you have selected the [Delete Button] option and moved to the object you want to delete).
or	Move the object to the left or to the right.
or	Move the object up or down. <i>For items in the Object Bank, use the ↑ or ↓ arrows to navigate between the available objects. The selected object will have a blue background.</i>
 + [arrow key]	Move the object a smaller distance (left, right, up, or down).

Appendix D: Keyboard Shortcuts for Calculators

This appendix talks about how to enter calculations and equations using keyboard shortcuts. The functionality is similar to navigating between elements on a test page. The **[Ctrl]**, **[Shift]**, and arrow keys are used to navigate, and the space bar is used to select a value or variable.

To open the calculator using keyboard shortcuts:

- Press the **[Ctrl]** + **[G]** keys on the keyboard. This will open the Global Menu.
- Use the arrow up or down keys to navigate to the calculator tool.
- Press **[Enter]** to select and open the calculator.

Navigating Within the Calculator

Each calculator has several “areas,” including the display, number keypad, and function keypad (see sample image).

You can navigate between each area and within each area using the following shortcut keys.

To navigate between areas:

- Press **[Ctrl]** + **[Shift]** + **[→]** OR **[←]**.

To navigate within an area:

- Press **[Shift]** + any arrow key (up, down, left, right).

To select a number or function to enter in the display (yellow box):

- Press the space bar. This will input the selected value or variable in the display.

Sample Basic Calculator

