Hawai'i Statewide Assessment Program

Guide to Navigating the Online HSA and EOC Exams Administrations

2013–2014

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Introduction to this User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in the online Hawai'i State Assessments (HSA) and End-of-Course (EOC) Exams. This introduction describes the contents of this user guide and includes a key for identifying icons and elements used.

User Guide Sections

Each section and appendix begins on a new page, which allows for easy printing.

- **Section I, Overview of Online Testing**, provides "quick-start" information for TAs on how to create test sessions and help students log in.

- **Section II, Accessing the TA Sites**, explains how to access and log in to the TA Live and TA Training Sites.

- **Section III, Understanding the TA Sites**, describes the overall layout of the TA sites and highlights the important tasks and functions.

- **Section IV, Administering Online Tests (TA View)**, outlines the process for creating a test session, approving students for testing, and pausing tests.

- **Section V, Understanding the Student Testing Site**, describes the overall layout of an online test, as well as the functions and tools available to students.

- **Section VI, Taking Online Tests (Student View)**, explains how students log in to a test session, complete a test, and submit the test.

- **Appendices** provide additional information about secure browsers, transferring a TA's test session from one computer to another, and what keyboard commands students can use when a mouse is not available or working.

Table 1. Key Icons and Elements

Icon	Description
⊗	**Warning:** This symbol accompanies important information regarding actions that may cause errors.
⚠	**Caution:** This symbol accompanies important information regarding a task.
📄	**Note:** This symbol accompanies helpful information or reminders.
1. text 2. text	Text that appears in gray outlined boxes provides instructions relevant to the task described. • Numbered (ordered) lists provide step-by-step instructions. • Bulleted lists provide instructions that do not need to be performed in a specific order.
[Text]	Text in brackets is used to indicate a link or button that is clickable.

Additional Resources

This user guide provides information about accommodations and contains forms for submitting requests for accommodations for students. It does not provide information on policies that pertain to online test administration. Refer to the *HSAP Test Administration Manual* for the policies and procedures that govern secure and valid test administration.

The *HSAP Test Administration Manual* and other system user guides for Hawaiʻi Statewide Assessment Program (HSAP) systems are available on the HSAP portal (www.alohahsap.org).

Section I. Overview of Online Testing

The Hawaiʻi Statewide Assessment Program (HSAP) is designed to measure students' attainment of the Common Core State Standards for English Language Arts/Literacy and Mathematics through the Bridge Hawaiʻi State Reading and Mathematics Assessments. The HSAP also measures students' attainment of the Hawaiʻi Content and Performance Standards (III) for Science through the Hawaiʻi State Science Assessment. The End-of-Course Exams(Algebra I, Algebra II, Biology I, Expository Writing I, and U.S. History) measure students' attainment of the identified Common Core State Standards or the Hawaiʻi Content and Performance Standards (III).

The HSA assessments and EOC Exams use a computer-based adaptive system that selects questions from an item bank according to students' grade level and ability.

Overview of Online Testing System

TAs use the TA Live Site to create test sessions and manage student online testing during the session. Students must use the 2013–2014 secure browser or, if testing on a Chromebook, a secure Chromebook login to access the Student Testing Site. Students test in sessions that are created by TAs. The following applications govern test administration and test taking:

- **Online TA Certification Course**

    This mandatory course is required for TAs who will administer online assessments. TAs will not be permitted to access the TA Training Site and TA Live Site until they have completed this certification course.

- **Training Sites**

    o *TA Training Site*

    The TA Training Site allows TAs to practice creating test sessions and administering training tests in order to gain familiarity with the system. The TA Training Site can be used with students who are logged in to a training test session.

    o *Student Training Test*

    The training tests for the Bridge HSA and HSA tests and EOC Exams allow students and guest users to practice taking tests online and become familiar with the available test tools and features. Anyone may log in as a guest and practice taking tests. Students can also log in to a training test session created by a TA.

- **Live (Operational) Testing Sites**

    o *TA Live Site*

    TAs use the TA Live Site to create and administer operational online assessments.

    o *Student Testing Site*

    Students use the Student Testing Site to take the operational online assessments. Students must use the current year's HSA secure browser or a secure Chromebooks login in order to access this site.

The following users may access the test administration sites.

Table 2. User Roles and Access in HSAP Applications

User Roles	TA Certification Course	Training Sites		Live Sites	
		TA Training Site	Student Training Test	TA Live Site	Student Testing Site
Complex Area Superintendent (CAS)/ Complex Staff (CS)			✓		
Principal (PR)	✓	✓	✓	✓	
Test Coordinator (TC)	✓	✓	✓	✓	
Test Administrator (TA)	✓	✓	✓	✓	
Teacher (TE)			✓		
Student			✓		✓

Note: Test Administrators for HSA-Alt (TA-ALT) do not have access to the TA Training Site or TA Live Site.

Overview of Enhancements to Online Testing

All major enhancements to online testing for the 2013–2014 school year are for students. These include the following:

- Tablet-Compatible Online Assessments

- Additional Web Browser Support for Student Practice and Training Site

- Text-to-Speech Tracking tool

Tablet-Compatible Online Assessments

The online assessments now have an updated look and feel. All test buttons that were at the bottom of the screen (zoom, calculator, formula, pause, and navigation buttons) are now at the top of the screen. All item buttons and icons are also larger and brighter.

This change also makes the online assessments compatible with supported tablets, including iPads and selected Android tablets. For a full list of supported tablets, please refer to the HSAP *Technology Requirements* document, which is available on the HSAP portal.

Section V, Understanding the Student Testing Site, provides updated information regarding the layout and features available to students.

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Additional Web Browser Support for Student Training Site

In addition to the secure browsers and Mozilla Firefox, students can now use the following web browsers to access the non-secure training tests:

- Google Chrome version 18+ (via supported Android tablets and Chromebooks)
- Internet Explorer 9 or 10 (on supported Windows systems)
- Safari 6 (on supported Mac OS and iPads)

Text-to-Speech Tracking Tool

When enabled, text on the screen will be highlighted as the text is spoken aloud. This tool may prove useful for students who need a visual reference as they listen to the text.

TAs must enable this tool via the TA Live Site or Training Site during the student approval process. More information can be found in Section IV, Administering Online Tests (TA View).

General Rules of Online Testing

Test Administration Policies and Procedures

This user guide does not provide information regarding administrative policies and procedures. Refer to the *HSAP Test Administration Manual* for policies and procedures that govern secure and valid test administration and for the *Directions for Administration* that must be read aloud prior to starting a test session. (This user guide also contains the *Directions for Administration* in Appendix E.) The *HSAP Test Administration Manual* is available on the HSAP portal in the Resources section (www.alohahsap.org > HSA or EOC > Resources > Test Administration Documents).

About Test Settings and Accommodations

Students' test settings and accommodations must be checked prior to starting a test session. Some settings and accommodations cannot be changed after a student starts the test. A test has started (or resumed) when the student clicks the [**Begin Test Now**] button on the Test Instructions and Help screen (the last login screen that students see). For additional information, refer to the About Student Test Settings section.

Basic Test Navigation Rules

- Students cannot skip test items.

- Students **must answer all test items on a page** before going to the next page. Some pages contain multiple test items. Students may need to scroll to view all items on a page.

- Students may mark items for review and use the Questions drop-down list to easily return to those items, provided the test has not been paused for more than 20 minutes, or 8 hours for the Expository Writing I EOC Exam.

- Students may review past items and change their answers only if the test has not been paused for more than 20 minutes, or 8 hours for the Expository Writing I EOC Exam (see the Pause Rules subsection below for exemptions).

Pause Rules

These pause rules apply regardless of whether the student or the TA pauses the test or there is a technical issue (e.g., power outage or network failure) resulting in the student being logged out.

Students are not permitted to review or change answers after their test has been paused for more than 20 minutes, even if they have marked an item 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 on that page had not yet been answered.

- **If a test is paused and the student resumes testing within 20 minutes**, the student is

  o presented with the test item or passage and associated items he or she was working on when the test was paused or shut down; and

  o permitted to review and change any previously answered test items.

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

    o   presented with the test 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 page (if all items on the previous test page were answered); and

    o   NOT permitted to review or change any previously answered test items, with the exception of items on a page that contains at least one item that was not yet answered.

Expository Writing I EOC Exam: Extended Pause Limit

Due to the nature of the test, the 20-minute pause rule does not apply to the Expository Writing I EOC Exam. As students **must** complete their Expository Writing I exam in one uninterrupted test session the same day it is started, the pause limit has been extended to 8 hours for this test. This allows students to review their work before submitting it for scoring.

Pause Rule and Segmented Tests

The Algebra I and Algebra II EOC Exams are segmented tests based on calculator type. When students begin the second segment of either test, they will not be able to go back and review items in the first segment, even if it has been less than 20 minutes since they exited the first segment.

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.

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). Clicking an empty space on the screen is not considered 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.

Test Opportunity Expiration

A student's test opportunity remains active until the student completes the opportunity or until the test opportunity expires. Students taking HSA tests must complete their test opportunities within 45 calendar days of starting the test. Students taking EOC Exams must complete their test opportunities prior to the end of the testing window. See below for more details.

EOC Exams and Test Opportunity Expiration

The Expository Writing I EOC Exam must be completed in one uninterrupted test session the same day it is started. Students will not be able to return to the exam the next day. For all other EOC Exams, the tests must be completed prior to the last day of the testing window.

Once a test has expired, no further action can be taken by the student.

The Test Management Center in the Online Reporting System has a section called "Plan and Manage Testing," which allows users to generate participation reports to identify any incomplete test opportunities that are about to expire. For more information, refer to the *Online Reporting System User Guide*.

Section II. Accessing the TA Sites

The HSAP portal provides authorized users with access to the HSAP online testing system.

Accessing the TA Live Site

1. Navigate to the HSAP Portal (www.alohahsap.org).

2. Select either HSA or EOC.

3. Select your user role.

   You will be directed to the selected "Welcome" page, which includes links to the available HSAP applications.

Figure 1. HSAP Portal User Cards

4. Select [**TA Live Site**].

   You will be directed to the login screen. Enter your username (e-mail address) and password into the respective text fields.

5. Click [**Log In**].

   You will be directed to the TA Live Site.

Figure 2. Portal Card for TA Live Site

Accessing the TA Training Site

1. Navigate to the HSAP Portal (www.alohahsap.org).

2. Select either HSA or EOC.

3. Select your user role.

   You will be directed to the selected "Welcome" page, which includes links to the available HSAP applications.

Figure 3. HSAP Portal User Cards

4. Select [**Training Site**]. You will be directed to the "Training Site" page.

5. Select [**TA Training Site**]. You will be directed to the login screen. Enter your username (e-mail address) and password into the respective text fields.

6. Click [**Log In**]. You will be directed to the TA Training Site.

Figure 4. Portal Cards for TA Training Site

About Usernames and Passwords

Your username is the e-mail address associated with your account in the Test Information Distribution Engine (TIDE).

Important Information Regarding Your Passwords

Users will no longer receive an e-mail with their username and password for the HSAP systems. When a new user is added in TIDE, he or she will receive an e-mail with a link. The link will only be valid for 72 hours (3 days). Users will be prompted to change their password and select and answer a security question.

If you do not log in within 72 hours of receiving the link, you will need to go to TIDE, enter your username (e-mail address), and click the [**Forgot Your Password?**] button. This will prompt another e-mail containing a link, which also expires in 72 hours. Existing users that cannot remember their password will follow this same process.

You will need to select a new password that is a *minimum of six characters long and includes at least one number.*

If you are unable to log in, contact the HSAP Help Desk for assistance. You must provide your name and e-mail address.

Switching Between HSAP Applications (Common Login System)

While logged in to the HSAP system, you have the ability to switch between applications without needing to sign in to each system separately. This Common Login System (CLS) integrates the following systems:

- Test Information Distribution Engine (TIDE)

- TA Training Site

- TA Live Site

- Online Reporting System

Reminder: Access to these systems and their features is dependent on the access provided by your user role.

The top left corner of your browser contains a drop-down menu listing the above HSAP applications.

Figure 5. CLS Drop-Down List in TA Live Site

From the drop-down menu, select the application you want to switch to. You will be directed to the main page for that application and will not have to log in again.

CAUTION
Although navigating to another system is easy, it is important to understand how the system operates in order to avoid unintended consequences of switching systems. For additional information, refer to *Exiting or Logging out of the TA Sites* in this user guide.

If you are using the TA Live Site or TA Training Site 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.

TAs may **transfer a test session** from one workstation to another without logging out or stopping the session. For more information about this feature, refer to Appendix D.

Section III. Understanding the TA Sites

This section applies to the test administration sites for TAs. Throughout the rest of this user guide, "TA Site" will be used to refer to the TA Live Site and TA Training Site. The functions and tools available to TAs are the same in both sites.

- TAs must use the *TA Live Site* to administer the operational assessments.

- TAs must use the *TA Training Site* to administer the training tests.

> **Warning: Do not use the Student Testing Site or TA Live Site for practice.** For all training test sessions, use the TA Training Site and student Training Test.

TA Site Layout

After you log in, you will see the TA Live Site (or TA Training Site). All features and functions are identical between the two, except for the list of available tests. Table 3 on the next page provides an overview of the major features available on the TA Site.

Figure 6. TA Site Layout (Live Site Displayed)

Essential tools and information on the TA Site:

1. Session ID

2. Test Selection table

3. Pending Approvals Notification and Preview table

4. Students In Your Test Session table

Table 3. TA Site Quick Reference

Sections/Buttons	Description
Alert icon ⚠️	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).
Approvals/Pending Approvals preview section	The [**Approvals Notification**] button and Preview table show the TA how many students are awaiting approval to begin testing.
Expand/Collapse ⌄⌃	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	Click [**Help**] to view this user guide at any time.
Log Out	Click [**Log Out**] to exit the TA site. You will be logged out of all HSAP applications. Any students still testing will have their tests paused and they will be logged out. You will not be able to resume the current session, and a new session will need to be created for students to finish testing.
Print	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**]. *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.*
Refresh Now	Use this button to manually refresh your screen while monitoring student progress. The TA site will automatically refresh every 60 seconds.
Session ID	The **Session ID** is used by students to log in to a test session. Session IDs are unique to each test session. Students enter this when logging in to a test, and 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. 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., DEMO-123).
Start Session	After the TA has selected the test(s) from the Test Selection table, the [**Start Session**] button will become active. Click this button to start the session and create the automatically generated Session ID
Stop Session	Click the [**Stop Session**] button to end the session. Any students still testing will have their tests paused and they will be logged out. You will not be able to resume the current session, and a new session will need to be created for students to finish testing.
Student Lookup	The Student Lookup tool allows TAs to search for students. • Use *Quick Search* to search for students by SSID. • Use *Advanced Search* to search by other parameters, including complex area, school, grade, and first/last name.
Test Selection	Click [**Tests**] to view the Test Selection table while a test session is in progress.
Students in Your Test Session table	This table displays all the students who have entered the test session, the test each student is taking, and his or her progress throughout the test.

Student Lookup: Quick Search and Advanced Search

If a student is having trouble logging in, you can use the "Student Lookup" feature to search for that student by SSID or first or last name.

Warning: Incorrect student information must be updated before students begin testing. Update the student's profile in eSIS/SSES. The Hawai'i Department of Education (HIDOE) uploads student information from eSIS/SSES to the HSAP 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.

Figure 7. Student Lookup: Quick Search

1. Click the [**Student Lookup**] button in the top row of the TA Site.

2. Enter a student's full ten-digit SSID (partial SSIDs are not allowed) and click [**Submit SSID**]. If the search results in a match, that student's information will display.

Figure 8. Student Lookup: Advanced Search

1. Click the [**Student Lookup**] button, and then click the [**Advanced Search**] tab.
   a. Select a complex area and school from the drop-down lists.
   b. Select any grade or "all grades."
   c. Optional: Enter a student's first name and/or last name. Partial names are allowed (e.g., enter "Fi" into the last name field to search for students whose last name begins with "Fi").

2. Click [**Search**]. Search results that match the parameters will appear in the second column.

3. To see more information about a student, click the binoculars icon next to his or her name. A third column showing the student's information will appear.

Alert Messages

HIDOE is able to send out statewide alert messages to all TAs. These alerts will be displayed on the TA Site. To confirm that you have read these alerts, click [**OK**].

Figure 9. Sample Alert Message

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 [**Log Out**] button. Click the icon to open a window that contains alert messages that have not yet expired (each message includes an expiration date).

Figure 10. Sample Past Alert Message

Printing Session Information

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

1. To print, click the [**Print**] button. The computer's standard/default print window will appear.

2. Verify the selected printer, select the desired print settings, and then click [**OK**].

   Tip: Set the print options to landscape mode (horizontal). You can also use your web browser's "Print Preview" feature to scale content to fit on a single printed page.

⚠ **Caution:** 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.

Section IV. Administering Online Tests (TA View)

This section contains information on how to start a test session, add tests to the session, verify students' test settings, approve students for testing, and monitor their progress.

> Refer to the *HSAP Test Administration Manual* to find the *Directions for Administration* and other information on testing policies, including how to prepare for online assessments. This manual is available on the HSAP portal. TAs must read the *Directions for Administration* to students before they begin their assessments. The *Directions for Administration* are also included in Appendix E of this user guide.

Starting a Test Session

You must create a test session before students can log in to test. In order for a student to take a specific test, that test *must be included* in the test session he or she is accessing. The test selection box is located in the upper left corner of the screen.

> **Caution:** A TA will have only one test session at a 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 in to the TA Site, you will see a list of tests that can be included in your session. The tests can be sorted by grade or subject by clicking the corresponding radio button.

Figure 11. Test Selection Table

Creating a Test Session

1. Go to the test selection box under the [**Start Session**] button in the top panel.

2. Click the checkbox next to the test name to include it in the test session.
   - Once you have selected the test, the [**Start Session**] button will become active.

3. Click the [**Start Session**] button.
   - The selected test(s) will be highlighted and grayed out.
   - The [**Stop Session**] button will replace the [**Start Session**] button.
   - The Session ID will be generated and appear below "Session ID."

4. Provide the Session ID to your students. You will need to provide this to the students who will log in to your test session. *Most Session IDs are made up of the first four letters of your last name, followed by a hyphen and at least one number.* **Write down this Session ID.**

Adding Tests to a Session

1. From the Test Selection table, simply click the name of the test to be added to 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.

Approving Students for Testing

After the session has been started and the students have been provided with the Session ID, the next step is to approve students to test in the session. TAs must approve each student's test settings before the student can access his or her requested test. Refer to Section VI, Taking Online Assessments (Student View), in this user guide for additional information on the approval process from a student perspective.

Notification of Students Awaiting Approval

The right side of the top panel contains the [**Approvals (#)**] button, which alerts TAs that students are awaiting approval and displays the number of pending approvals.

The Approvals Preview table shows TAs the names of students awaiting approval. Initially, you will see a box with the following message: "No students awaiting approval."

Once students begin requesting entry into your test session, the box will change to list students who are awaiting approval. You will see each student's name and the test he or she requested. You will need to verify each student's test settings before he or she can be approved and access your test session.

Approvals Notification and Preview Table

Figure 12. No Students Awaiting Approval   *Figure 13. Students Awaiting Approval*
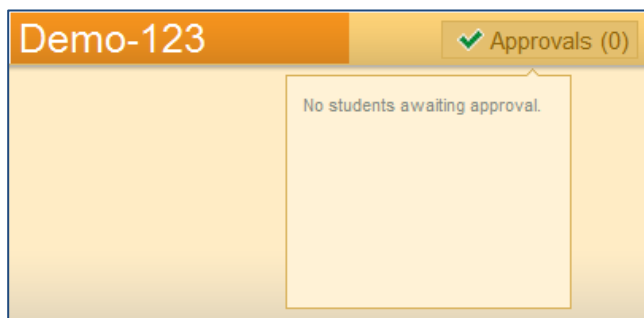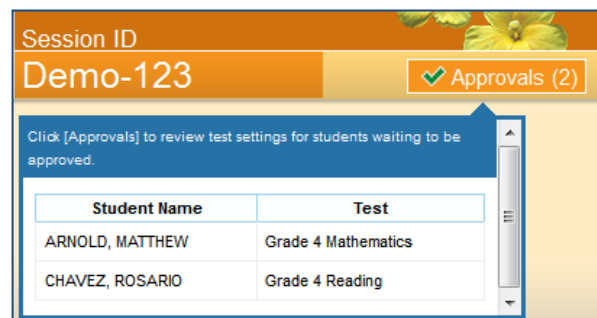
To view students awaiting approval:

• Click the [**Approvals (#)**] button to access the Approvals and Student Test Settings screen.

Approvals and Student Test Settings Screen

The **Approvals and Student Test Settings** screen displays each student who is awaiting approval for entry into your session. By default, this screen shows those students who were awaiting approval when you clicked the [**Approvals(#)**] button.

Warning: Check students' test settings and accommodations before approving them! Students who require test settings or accommodations other than the default settings may need to have their information updated in TIDE before they can begin testing. For information about changing a student's default test settings or accommodations, refer to the *TIDE User Guide*.

Important: This screen does not automatically refresh. Therefore, students who log in to your session after you have already opened the **Approvals and Student Test Settings** screen will not automatically appear in this list. To update the list of students awaiting approval, click the [**Refresh**] button in the top row of the **Approvals and Student Test Settings** screen.

Figure 14. Sample Approvals and Student Test Settings Screen

Students on this screen are organized by test subject. Each row displays the student's name, SSID, opportunity number for the selected test, whether the test settings are standard or custom, and the option to approve or deny each student.

Important: A student's default test settings and accommodations are set in TIDE. Any adjustments made to a student's test settings in the TA Site apply to that specific test opportunity only. (For example, if you adjust test settings for a student's first test opportunity via the TA Site, you will also have to adjust the test settings for that student's second test opportunity if his or her test settings were not updated in TIDE.)

About the Test Settings column:

- Students with **Standard** test settings are students whose test settings are set to default.

- Students with **Custom** test settings are those who have at least one test setting that is different from the default. Test settings that can be changed include color choices and print size. See the next page for additional information about test settings.

Viewing Students' Test Settings

- Click the [**See/Edit Details**] button for that student. The screen will change to show the student's information and test settings and accommodations.

Adjusting a Student's Test Settings

TAs can adjust some test settings and identify accommodations. The following test settings and accommodations should be verified **before** approving students to begin a test opportunity: Language, Color Choices, Print Size, Text-to-Speech (for Bridge HSA Reading and EOC Expository Writing I), Print on Request, and Accommodation Codes.

Warning: *Test settings and accommodations cannot be changed once a student has started his or her test opportunity.* Students will resume tests with the settings that were established at the time the test was first started.

TAs must review each student's test settings prior to approving the student to test and must exercise 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.

Note: About Language Settings
- The default language for all tests is English, unless otherwise established in TIDE by the Student Assessment Section.
- The Hawaiian language will be preset in TIDE for grade 3 and 4 students in the Hawaiian Language Immersion Program.
- Students who require Braille will have the language preset to Braille in TIDE.

Figure 15. Sample Test Settings Screen for a Selected Student (Bridge HSA Mathematics Test)

Changing/confirming a student's test settings and accommodations:

1. This screen allows you to change or select available test settings and identify any necessary accommodations for the selected student.

2. Confirm the test settings.
   - Click [**Set**] to confirm the selected test settings and return to the list of students awaiting approval. You will still have to approve the student for testing.
   - Click [**Set & Approve**] to confirm the settings and approve the student for testing. You will return to the list of students awaiting approval, and this student will no longer appear in that list.

Approving Students for Testing

After you have confirmed students' test settings, you may return to the list of students awaiting approval. On this screen, you can approve individual students or approve all students awaiting approval at once. After all students in the list have been approved (or denied), whether individually or all at once, the **Approvals and Student Test Settings** screen will automatically close.

Figure 16. Sample Approvals and Test Settings Screen

Approving students for testing:

- *To approve individual students*, click the green [✔**Approve**] button for each student. The student will be approved and will also disappear from the list.

- *To approve all students currently displayed in the list*, click the [✔ **Approve All Students**] button at the top right. This will approve those students for testing.

Notes:
- You may approve all students who appear in the list. However, students who log in to the test session after you have opened the **Approvals and Student Test Settings** screen will still need to be approved separately.

- **About incorrect approvals:** If you approve a student or group of students for the wrong test, the test opportunity cannot be reset for administration at a later date during the test window. The student(s) must complete the approved opportunity within 45 calendar days of approval or by the end of the testing window, whichever is sooner. Expository Writing I EOC exams must be completed the same day they are started.

Reminder: *Test settings and accommodations cannot be changed once a student has started his or her test opportunity.* Students will resume tests with the settings that were established at the time the test was first started.

Denying Students Entry into the Test Session

Although TAs can approve all students at the same time, students must be individually denied entry into the test session. TAs may deny students for one of the following reasons:

- The student is not supposed to enter the session (e.g., the student does not belong to the TA or the student is not scheduled to begin the next opportunity).

- The student selected the wrong test.

- The student's test settings are incorrect (for settings that cannot be changed in the TA Site).

Figure 17. Reason for Denial Pop-Up Window
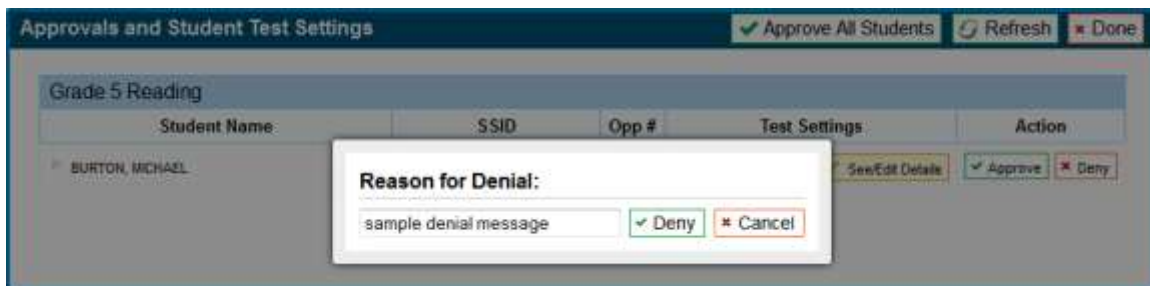
To deny a student entry into the test session:

1. On the **Approvals and Student Test Settings** screen, click [**Deny**] for that student.

2. In the pop-up window that appears, enter a brief reason for denying the student.

3. Click the green [✔**Deny**] button.

The student will receive a message explaining the reason he or she was denied entry into the session. The student will then be logged out and directed to the log-in page.

Student Test Settings (Including Accommodation Codes)

If a student's default test settings and accommodations have not been pre-set in TIDE, the student is automatically assigned the default for each test setting (for that respective test). It is important to note that the default settings can vary by test. Only the settings available for that test will be displayed on the **Approvals and Student Test Settings** screen for that student.

Table 4. Student Test Settings and Accommodations

Test Setting	Available Options*	Details
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 *HSAP Test Administration Manual* for details about each accommodation.
Color Choice	**None** Blue Yellow	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 *(for grades 3 and 4 HLIP students)* Braille (English)	This setting cannot be adjusted in the TA Site. *Reminder: A student's test language cannot be changed once the student starts the test.* Upon selecting Braille for a student's test, settings for *Emboss Request Type and Braille Type* are automatically displayed. Refer to Appendix C for additional details on administering Braille tests.
Print on Request	**None** Stimuli Stimuli and Items	This accommodation **cannot** be adjusted via the TA Live Site or Training Site.** This accommodation permits students to request printouts of test content. *None* — Students cannot request printing of any test stimuli or items. *Stimuli* — Students can request printing of stimuli. *Stimuli and Items* — Students can request printing of any test stimuli and items (including answer options). ***If a student requires Print on Request for any test, contact your Test Coordinator. The TC must submit a request to the Student Assessment Section.* **When printing secure test content, you must follow all security procedures and dispose of the printed materials properly following the test session, as described in the *HSAP Test Administration Manual*.**

Test Setting	Available Options*	Details
Print Size	**No default zoom applied (12 point font)** Level 1 (x 1.4 ≈ 17pt) Level 2 (x 1.75 ≈ 21 pt) Level 3 (x 2.3 ≈ 28 pt) Level 4 (x 2.9 ≈ 35pt)	The selected print size becomes the default for all passages and items in the student's test. Regardless of the default print size assigned, all students will be able to toggle between the five levels of print size on each test page via the [**Zoom In**] and [**Zoom Out**] buttons.
Text-to-Speech (TTS) *Note: TTS is available in English only; this setting is not available to grades 3 and 4 HLIP students taking the tests in Hawaiian.*	None Instructions Instructions, Stimuli, and Items	This test setting provides students with the ability to listen to sections of test content. **None** — Students cannot listen to any test content. • Grades 3 and 4 tests in Hawaiian **Instructions** — Students can listen to instructions on the test. TTS is not available for other test content. • Bridge HSA Reading and EOC Expository Writing I** **Instructions, Stimuli and Items** — Students can listen to all test content. • Bridge HSA Mathematics, HSA Science, EOC Algebra I and II, EOC Biology I, EOC U.S. History ***Students who require TTS to be enabled for reading passages and/or test items must have this accommodation approved by HIDOE. Your school's TC must submit a request to SAS.*
Text-to-Speech Tracking	**TTS Tracking Off** TTS Tracking On	When TTS tracking is enabled (on), the words on the screen will be highlighted as the text is spoken. This accommodation is also set in TIDE, and Text-to-Speech must be enabled in order for TTS tracking to be available to students. (If TTS is not available, then TTS tracking will not be available.)

* The general default setting for each category is displayed in bold text. Please be aware that these identified default settings may vary by subject/content area, test grade level, or test language.

Monitoring Students' Testing Progress

After students have logged in and you have approved them to begin testing, the Students in Your Test Session table will display each student logged in to your session and their testing progress. Table 5 below provides descriptions of each column in this table.

Figure 18. Sample Students in Your Test Session Table

Note: If a student's row is grayed out, that indicates that the student is not actively testing. This occurs when the student's test is paused or the student has completed the test.

This table automatically refreshes every 60 seconds. To manually refresh the table, click the [**Refresh Now**] button at the top of the page.

Table 5. Students in Your Test Session Column Descriptions

Column	Description
Student Name	The first and last name of the student in the session.
SSID	The SSID associated with the student's name.

Opp #	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 follows:
	    First Opportunity – **Green**
	    Second Opportunity (available for Bridge HSA and HSA Science tests) – **Yellow**
	    Third Opportunity (available for HSA Science tests) – **Red**
	Note: EOC Exams will only have one opportunity per testing window.

Test	The name of the test the student is taking.
Test Settings	Each student's test 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 and/or accommodations are different from the default settings. The binoculars icon displayed in this column is clickable. Click the icon for a student to view his or her test settings for the current test opportunity.
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.
Student Status	This column lists the current status for each student in the test session. The numbers (#/#) listed after the status shows the student's progress. • The first number is the number of items the student has answered. • The second number is the total number of items that will be administered.
Pause Test	Click the [**Pause**] button to pause a student's test. The student will be logged out. *Reminder: See the Pause Rules subsection for information on pause time limits and students' ability to review answers.*

Student Statuses During Testing

The following status types are listed **chronologically** as displayed in the Students in Your Test Session table during the testing and scoring process.

Table 6. Statuses That Appear Chronologically During Testing

Status	Description
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Started (#/#)	The student has started testing. The number (#/#) after this status indicates how many items the student has **answered** out of the total number of items on the test. This number does not indicate which item or item page the student is actively viewing.
Review	The student has answered all items and is currently reviewing his or her answers before submitting the test for scoring. *Note: A test with a review status occurs only at the end of the test. A test is not "completed" until the student submits the test.*
Completed	The student has submitted the test. No additional action can be taken by the student.
Scored	The Test Delivery System has processed the student's answers to items on the test. Tests that support auto-scoring will display a score. No additional action can be taken by the student.
Submitted	The test has been submitted for quality assurance review and validation. No additional action can be taken by the student.
Reported	The test score has been submitted to the Online Reporting System. No additional action can be taken by the student.

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

Table 7. Other Statuses

Status	Description
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.
Expired	The student's test has not been completed within 45 calendar days or by the end of the testing window and cannot be resumed because the test opportunity has expired. Tests expire at 11:59 p.m., HT, on the expiration date listed in the Online Reporting System.
Paused (#/#)	The student's test is currently paused. The number (#/#) after this status indicates how many items the student has **answered** out of the total number of items on the test. The following scenarios will result in a paused status: • The student pauses his or her test by clicking the [**Pause**] button. • The student has been idle longer than 20 minutes (or 60 minutes for Expository Writing I), and the test was paused. • The TA pauses the student's test or stops the test session. • A technical problem with the student's computer or browser has resulted in a loss of connection to the Test Delivery System. The time listed with this status indicates how long the student's test has been paused.
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 a Student's Test

You can pause an individual student's test using the Pause Test column in the Students in Your Test Session table.

Figure 19. Sample Students in Your Test Session Table

Students whose tests are paused will be logged out and directed to the log-in page. If they want to re-enter the session, they will have to log in and go through the approval process again. (If the session has been stopped, the student will have to obtain the new Session ID in order to resume testing.)

To pause an individual student's test:

1. In the Pause Test column, click the [**Pause**] button for that student.

2. Click [**Yes**] to confirm that you want the student's test to be paused.

Note: When a student's test is paused, the status column will display how long the test has been paused (in minutes).

Students who pause for more than 20 minutes (8 hours for Expository Writing I) may not be able to review previously answered questions. For more information, see the Pause Rules subsection in Section I, General Rules of Online Testing, in this user guide.

Stopping a Test Session and Logging Out

Stopping the Test Session

Although students' tests can be resumed, test sessions cannot be resumed. Stopping a session will end the session and automatically pause all students' tests in that session. The students will be logged out automatically.

Figure 20. Stop Session Button

To stop the test session:

1. Click the [**Stop Session**] button in the upper left corner of the screen. An "Important!" box will appear, requesting verification to end the session and log students out.

2. Click [**OK**] to continue.

> **Reminder:** Because test sessions cannot be resumed, you will need to create a new session if your session has been stopped. When you start a new session, give the new Session ID to your students so that they can log in and resume testing.

Exiting or Logging Out of the TA Site

Users should exit or log out of the TA Site only after stopping the test session. Regardless of when or how users log out or navigate away from the TA Site, student data will NOT be lost.

> **Caution:** As a security measure, TAs are automatically logged out after 20 minutes of user inactivity **and** student inactivity in the session, which will result in closing the test session.

Closing the Browser/Unintentional Exit

If you accidentally close the browser while students are still testing, your session will remain open until it times out. You can open the browser and navigate back to the TA Site. You will be prompted to enter your active Session ID. (See Appendix D for more information about transferring a session to another computer or logging back in to an active session. **You must know your current Session ID.** Your current Session ID is the ID you gave to students to log in to the session (typically the first four letters of your last name followed by a hyphen and number).

- If you do not return to the TA Site and re-enter the active session within 20 minutes, you will be logged out, and all your students' tests will be paused.

- In the case of an unintentional exit from the TA 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, the 20-minute rule applies.

Test Session Timeout/Automatic Logout

If you are automatically logged out, the status of your session will change to "closed" and all in-progress tests in the session will be paused. You will need to log back into the TA Site, start a new session, and provide the new Session ID to students who need to resume testing.

Logging Out

To log out of the TA Site (and all other HSAP applications), click the [**Log Out**] button in the top right corner of the screen. You will be presented with a warning message.

Figure 21. Log Out Warning Message
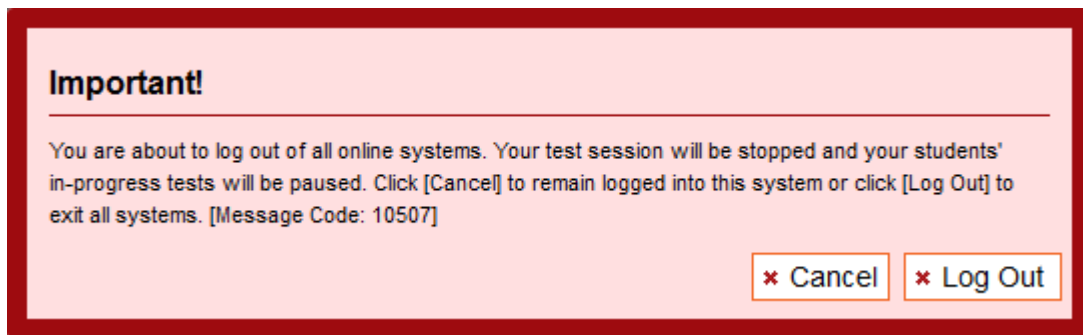
Click [**Log Out**] to proceed. Your session will be closed, and you will be directed to the HSAP portal after you log out. You will not be able to resume the test session.

> **Alert:** This scenario also occurs when the TA navigates to another site from the TA Site. If you need to access TIDE or another application, we encourage you to open it in a separate browser window. (This is also true when navigating between the TA Live Site and TA Training Site.)
>
> If you unintentionally log out of the TA Site while students are still testing, all in-progress tests will be paused and the students will be logged out. You cannot resume the original session. You will need to log back in, start a new session, and provide the new Session ID to students who need to log back in and resume testing.

Section V. Understanding the Student Testing Site

This section is designed to familiarize TAs with the Student Testing Site. It describes what students see and the tools they have access to while taking HSAP assessments. This section should address some of the common questions TAs and students may have.

Test Layout

This sample image from a mathematics test shows the primary features and tools available to students.

Figure 22. Sample Mathematics Item Page

Guide to Navigating Online HSA and EOC Administrations
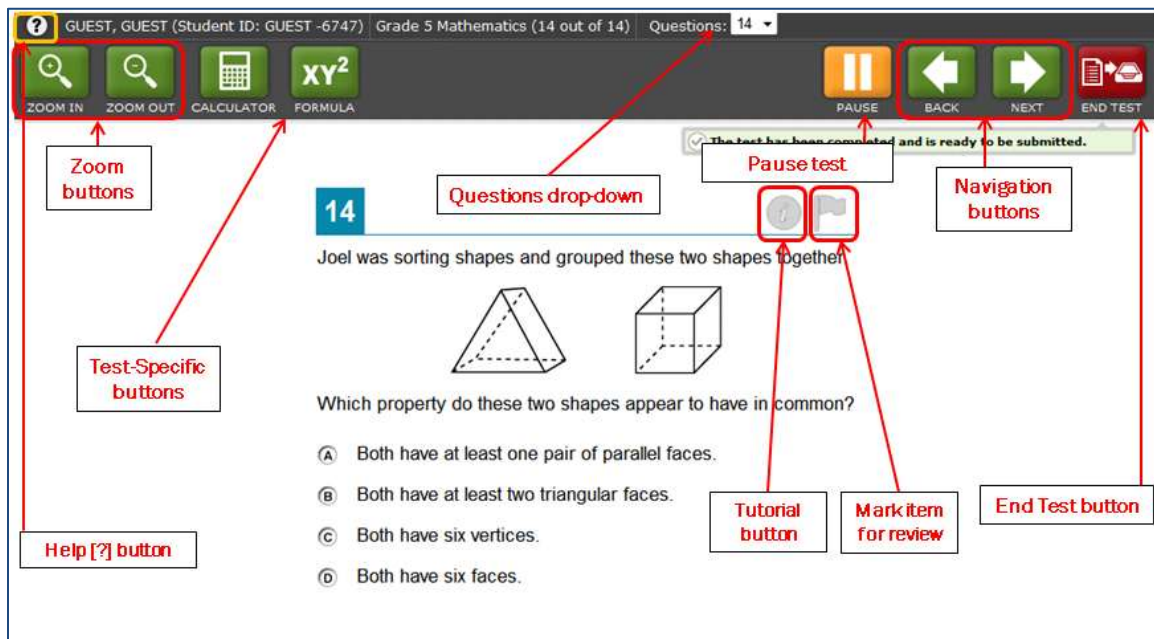
Test Tools

This section provides information about the test tools available to all students.

General Test Tools

The following tools are available on all tests:

Test Tool	Description
[?] (Help)	Click the question mark button to access the **Test Instructions and Help** screen at any time.
[Zoom In] and [Zoom Out]	Click the [**Zoom In**] and [**Zoom Out**] buttons in the top row to enlarge or shrink the font and images.
Highlighter	Highlight a section of text in a passage or test question. • Select text on the screen, right-click with the mouse, and select [**Highlight**]. The selected text will become yellow. *Note: Text in images cannot be highlighted.*
Mark for Review	Click the flag icon next to each item to mark it for review.
Print on Request	Students with this accommodation can request a printout of test passages or items. • For passages, click the [**Print Passage**] button at the top of the screen. • For items, click the printer icon next to each item. *Note: This Print-on-Request tool is available only for identified special education or 504 students who have received approval for this accommodation from the Student Assessment Section. Students with this accommodation must also test in an individual setting. For more information about this accommodation, refer to the* HSAP Test Administration Manual.
Strikethrough	Cross out answer options for multiple-choice questions. • Right-click an answer option with the mouse, and select [**Strikethrough**]. A thick gray line will appear over the answer option.
Tutorial [*i*]	Click the round [*i*] icon to view a brief video about the question type (multiple-choice, technology-enhanced, etc.).

Test Tools for Mathematics Assessments

In addition to the above, students also have access to the following tools:

Test Tool	Description
Calculator	• **Standard Calculator:** Grades 3–8 and 10 Bridge HSA Mathematics • **Scientific Calculator:** EOC Algebra I and II (Segment 1) • **Scientific, Graphing, and Regression Calculator:** EOC Algebra I and II (Segment 2)
Formula	Available by grade level for the following assessments: • Grades 4–8 and 10 Bridge HSA Mathematics Reference Sheets • EOC Algebra II Mathematics Reference Sheet

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Stimulus Expansion Tool

Some items will be associated with a passage or other stimulus that appears on the left side of the screen. Students can expand the stimulus section so that it takes up a larger portion of the screen. This action will cover a portion of the items in the right pane.

Students will see an icon in the upper right corner of the left pane that shows a plus sign and a blue right arrow.

Figure 23. Stimulus Expansion Tool Button
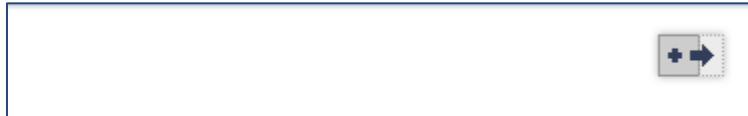
To expand and collapse the stimulus section:

> *To expand the passage:*
>
> - Click the blue arrow icon. The pane will expand to the right and cover the items.
>
> *To collapse the passage:*
>
> - Click the same button, which is now orange and shows a minus sign and a left arrow. The pane will collapse to its original size, and the items will be visible.

Text-to-Speech (Speak) Tool

Students taking assessments that have Text-to-Speech enabled may listen to test content using headphones. This tool is available to all students taking mathematics and science subject assessments, as well as the EOC Exams. For Bridge HSA Reading and EOC Expository Writing I, the only test content that students can listen to is the instructions, unless they have a TTS accommodation that permit listening to passages and items.

> **Note: Text-to-Speech is NOT available to grades 3 and 4 HLIP students taking tests in Hawaiian.** A read-aloud guide is provided for TAs in Appendix J of the *HSAP Test Administration Manual* to ensure standardization for these students who want to have test directions, questions, or answer options read-aloud in Hawaiian for the HSA Mathematics or Science Assessments.

Prior to administering tests, TAs should ensure each computer has audio enabled and headsets are functioning correctly.

> **Reminder**: The Text-to-Speech tool can only be used within the secure browser or when using a secure Chromebook login. Refer to the *Technology Requirements* document for details on configuring voice packs to work on your computer.
>
> **Note:** Text-to-Speech is NOT available when using the Mobile Secure Browser on iPads. At this time, iPads do not support text-to-speech functionality.

Text-to-Speech is delivered through the computer's default voice pack. As a result, the sound quality will vary based on the computer's operating system. For optimal results, AIR recommends using Windows 7 or 8 or Mac 10.6–10.8 machines.

Figure 24. Speak Options for Item
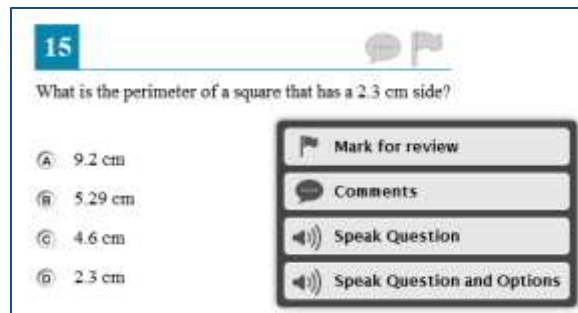
To access the Text-to-Speech Options:

1. Right-click an area that contains text. A pop-up menu will appear with "Speak" options.

    *   Students who select and right-click a portion of text will be presented with the option to listen to the selected test. This feature is primarily used with reading passages.

2. Select (click) the desired Speak option and the text will be spoken aloud.

Print-on-Request Tool

The Print-on-Request tool requires interacting with the TA, as students' print requests are sent to the TA Site for approval. After the TA reviews and approves the print requests, then the passages or items can be sent to the printer.

1. To request that a reading passage or item be printed, the student must click the [**Print Passage**] button and/or printer icon.

   Figure 25. Print Passage Icon

   - **Passages:** The [**Print Passage**] button appears in the top row, next to the [**Zoom In**] and [**Zoom Out**] buttons.
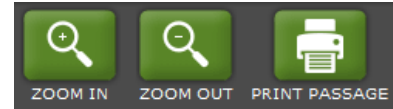
   Figure 26. Item with Printer Icon

   - **Items:** The printer icon appears in the top right corner of each item.
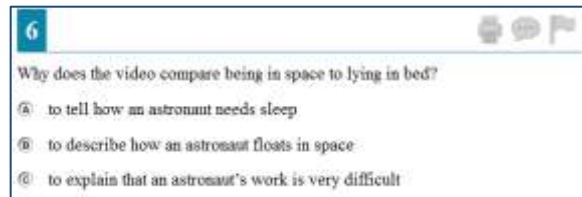
2. Once the print request has been sent, the student will see a pop-up message indicating that the request has been sent to the TA for approval.

   Figure 27. Print Request Submitted Message

3. On the TA Site, the [**Print**] button will appear in the Requests column. Click the button to view the student's request.

   Figure 28. TA Site with Print Button

4. Review the print request. If you approve the print request, click [**Approve**]. A cover sheet containing the student's name and SSID will display in a new browser window. *Note: The requested test content will not be displayed on your screen at any time.*

   Figure 29. TA Site Print Request Preview
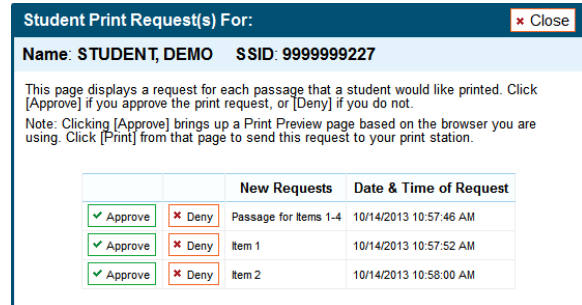
5. Click [**Print**] in the new window to complete the print request and view the printer dialog box. Verify the printer location and if necessary, adjust the print settings for your printer (e.g., fit to page).

6. Click [**OK**] to send the request to the printer.

Reminder: Only students with the Print on Request accommodation can request printing of test content. All secure printed test materials must be discarded in accordance with HIDOE policies. Refer to the *HSAP Test Administration Manual* for additional information.

Global and Context Menus

The Global and Context menus allow students to access on-screen tools. These tools can be accessed using a mouse or keyboard shortcuts.

Global Menu

The Global Menu contains all the visible tools displayed at the top of the student's test screen (pause, back, next, zoom in, zoom out, calculator, etc.). Students who cannot use a mouse can use keyboard shortcuts to access these functions.

Figure 30. Global Menu
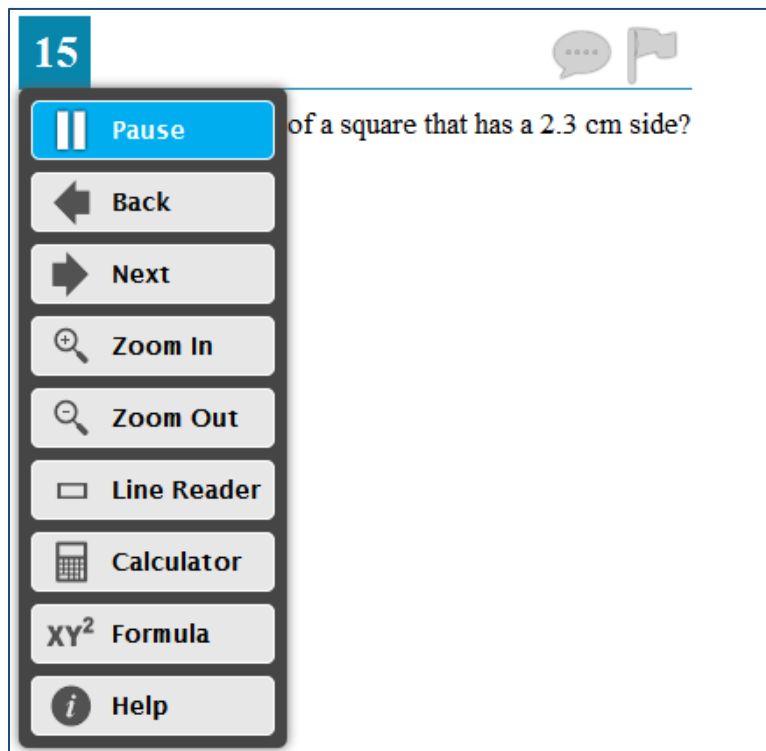
Opening the Global Menu Using Keyboard Commands

1. Press the [**Ctrl**] + [**G**] keys to access the Global Menu. The menu will appear on the screen.

2. Use the **Up** or **Down** arrow keys on the keyboard to move between options in the menu. Each option will be highlighted as you arrow up or down.

3. Press the [**Enter**] key to select the highlighted menu option.

4. Press the [**Esc**] key to close the Global Menu.

Context Menus and Test Elements

Tools such as the highlighter and strikethrough option, as well as the Text-to-Speech (Speak) tool, are accessed using context menus. The Context Menus contains the options available for each area of a test item on a page. These areas are called *elements*.

Figure 31. Overview of Elements for Multiple-Choice Items
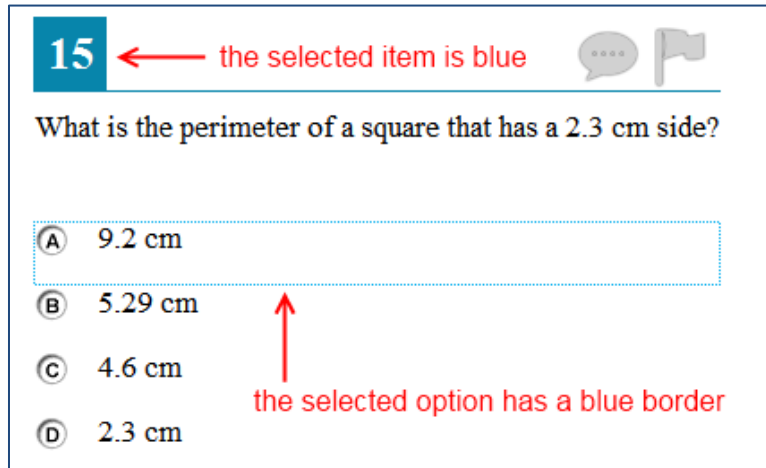
Each element has its own Context Menu. Elements include passages or prompts, test items, and answer options (A, B, C, and D). Each answer option is a single element.

Opening a Context Menu

To view the Context Menu for an element using a mouse, simply right-click in that area. The Context Menu for that element will appear. (If students are using a single-button mouse, they should press the [**Ctrl**] key on the keyboard and then click.)

The Context Menu options vary depending on the following:

- The element type (passage, question, or answer option)

- The tools available to students (e.g., test content with Text-to-Speech available will see the "Speak" options)

- The test the student is taking

Figure 32. Sample Context Menu for Questions
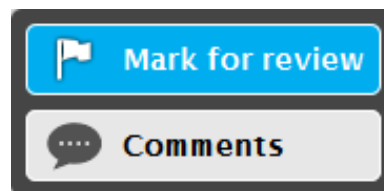
Figure 33. Sample Context Menu for Answer Options

Section VI. Taking Online Assessments (Student View)

This section is designed to familiarize TAs with the student login process and how students begin, complete, and submit their tests.

Reminder: Students must use the secure browser or a secure Chromebooks login to access HSAP tests. For additional information about secure browsers, refer to Appendix A or the HSAP portal.

Student Login and Test Selection

Students must go through a five-step login process before they can start or resume a test. This process ensures that students verify their information, as well as their test and test settings.

Step 1—Logging In

When the secure browser is opened, it automatically connects to the student login page.

Figure 34. Student Testing Site Login Page

Opening the secure browser and logging in:

1. Launch the secure browser from the student's screen.

2. Students must enter the required login information in each of the three fields:

   a. In the **First Name** field, enter the **student's first name** as it appears in the student record in TIDE (e.g., Julie).

   b. In the **SSID** field, enter the student's **SSID** (e.g., 999999987).

   c. In the **Session ID** field, enter the **Session ID** for the created session (e.g., NAME-123).

3. Click [**Sign In**].

Common Student Login Errors

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

Student's first name and SSID do not match. Verify that the student has correctly entered his or her SSID. If this does not work, use the Student Lookup tool to verify the first name associated with the student's SSID. The Student Lookup tool allows you to verify the spelling that appears in the system. (Sometimes the student will enter a variation of his or her first name, which is not accepted [e.g., Jon/Jonathan]. Also, students do not always realize that they must enter only their legal first name. Verify that they are not entering their last name.)

Session ID does not exist. The student entered a Session ID that does not exist. Verify that the student correctly entered the active Session ID and that it does not contain any unnecessary spaces or characters. (Also, verify that both you and the student are using the correct sites. For example, students logged in to the Training Test Site cannot enter a session that was created in the TA Live Site.)

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 active session. If this does not work, verify that your session is open. *Reminder: TAs cannot resume sessions. If a session is stopped, a new one will need to be created. Doing so will result in a new Session ID.* Also, verify that both you and the student are using the correct sites. For example, students logged in to the Training Test Site cannot enter a session that was created in the TA Live Site.

Enabling Settings from the Login Screen
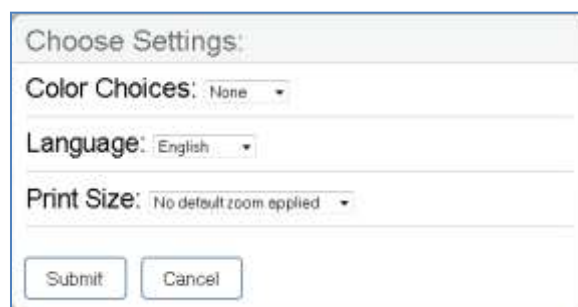
This feature should be pointed out to students who qualify for custom language, color choice, and print size settings before they start the test. An icon that looks like a cog wheel ⚙ is displayed in the upper right corner of the login page and all proceeding screens. Clicking this button will display the following pop-up box.

Figure 35. Settings for Login Screens

Students can select the language, color background, and print (zoom) size they wish to use throughout the login process.

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

Step 2—Verifying 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.

Figure 36. Is This You? Login Screen

Verifying personal information:

1. Verify name, enrolled grade, birthday, school, and SSID.

2. Click [**Yes**]. The **Your Tests** screen will appear.

*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.*

Students with incorrect information on this page must have their profile updated before they can begin testing. The information presented on this screen reflects the student's information based on his or her SSID. Incorrect information will need to be updated via eSIS/SSES. HIDOE uploads student information from eSIS/SSES to the HSAP system on a nightly basis. Student records will be updated in 48–72 hours. After a student's record is updated, he or she can begin testing.

Step 3—Selecting a Test

After a student confirms his or her identity, the **Your Tests** screen appears, and all grade-level and subject tests that the student is eligible to take are displayed. Students will be able to select only those tests included in the session (and those that have not been completed). For example, if a TA included only Reading tests, students will not be able to select a Mathematics test.

Figure 37. Your Tests Login Screen

- **Available tests are shaded green** and indicate whether the student will be starting a new test opportunity or resuming an opportunity.

  o A *solid* arrow indicates the student will be starting a new test opportunity.

  o A *striped* arrow indicates the student will be resuming a test opportunity.

- **Inactive tests are shaded gray** and indicate that they were not included in the test session or that the student has already completed the test(s) or the student is restricted from testing in that subject.

About Opportunities

- Students have two test opportunities for Bridge HSA Reading and Mathematics.
- Students have three opportunities for HSA Science.
- Students taking the EOC Exams have one opportunity per subject (at the end of the course).
- Grades 3 and 4 HLIP students have two test opportunities for Bridge HSA Reading and Mathematics, and three opportunities for HSA Science. Schools may decide in which of the two languages (Hawaiian or English) the tests will be administered, or a combination of both. The assessments in the Hawaiian language are fixed-form and can only be administered once.

Selecting an available test:

- Click the test name. The request will be sent to the TA for approval.

  *If the test the student needs to take is inactive or not displayed, the student should click [**Back to login**]. The student will be logged out and returned to the login screen.*

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

Figure 38. Waiting for TA Approval Screen
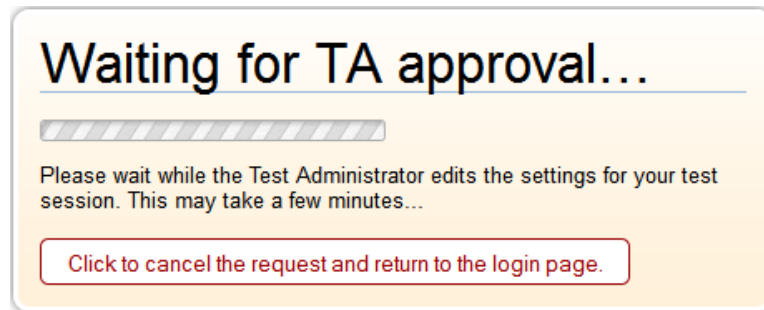
Step 4a—Verifying Test Information

After the TA has approved the student for testing, the student will need to verify the test information and settings on the **Is This Your Test?** screen.

Figure 39. Is This Your Test? Login Screen

Verifying test information:

- *If the settings are correct,* click [**Yes, Start My Test**]. The student will proceed to the **Test Instructions and Help** screen.

  Note: Students taking a test that has Text-to-Speech enabled will be prompted to check their audio immediately after this step. Prior to testing, TAs should ensure that each computer has audio enabled and headsets are functioning correctly. Students will have the ability to adjust the volume and pitch for audio on their computer during the login process.

- *If the settings are incorrect,* the student should click [**No**]. He or she will return to the **Your Tests** screen (step 3). The student must select the test again and request approval.

Step 4b—Text-to-Speech Check

Students taking a test with Text-to-Speech available will be prompted to check their audio before continuing the login process. Text-to-Speech can only be used within a supported secure browser or secure Chromebook account.

Figure 40. Text-to-Speech Check Screen

To proceed (students):

- Click the green speaker icon and listen to the audio.
    - o If the voice was audible and clear, then the student should click [**Yes, I heard the voice**].
    - o If the voice was not audible or clear, then the student should adjust the settings using the Volume and Pitch sliders.
    - o 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. The student 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.

Audio settings cannot be changed within the test. 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 TAs: 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 practice test login page, and then click the [**Text-to-Speech Check**] button. The diagnostics page will show the same 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.

Step 5—Viewing Test Instructions and Help and Starting the Test

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.

Figure 41. Test Instructions and Help Screen
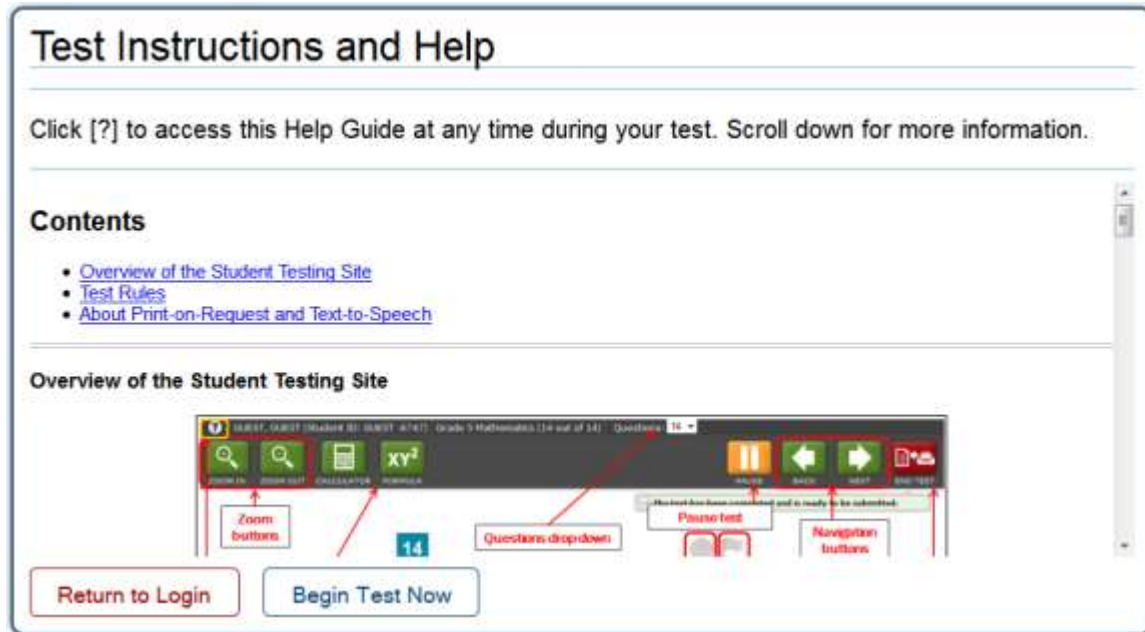
To proceed and begin the test:

1. Students may review the information on this screen to understand what test tools are available and how to navigate through the online test.

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

   *When the student clicks the [**Begin Test Now**] button, he or she officially begins or resumes the current test opportunity.*

Proceeding through the Test

This section provides information on how students answer items and proceed through an online test.

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. The following question types may appear on tests:

- **Multiple-choice items:** Students must click the desired answer option so that the letter (A, B, C, or D) becomes dark green (almost black).

- **Interactive items:** Students need to carefully follow the instructions given for each question.
    - Some items require students to click letters or numbers to generate an answer.
    - Some items require students to click an object on the screen.
    - Some items require students to move objects around on the screen.
    - Some items require students to enter text into a text box.

> For interactive items, a [**Save**] button will appear in the top row next to the [**Pause**] button. Clicking this button is not required because students' answers are automatically saved as they move to the next item. The [**Save**] button allows students to manually submit their response before continuing to the next item.
>
> If students do not click the [**Save**] button on pages with multiple items and they click [**Next**] to move to the next page, they will receive a warning message saying that they have not answered all of the questions on the page. While it is not necessary to click the [**Save**] button, it is recommended after completing a response to an interactive question..

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

Marking Items for Review

Students may mark items for review if they are unsure that they selected or provided the correct answer. The top right corner of each item has a flag icon.

*Figure 42. Sample Item with Flag Mark for Review Icon*

To mark an item for review:

- Click the flag icon. The flag will turn blue, and a check mark will appear.

Reviewing Past or Marked Items

While students must answer all test items on a page before moving on to the next page, they may return to a previous item if

- the test has not been paused for more than 20 minutes; or

- the previous item is on a page that that has unanswered questions. (See the Pause Rules subsection in Section I for more information.)
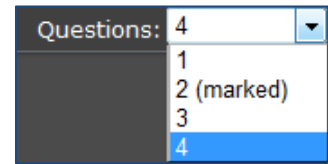
Students can use either the [**Back**] button or the [**Past/Marked Questions**] drop-down list to navigate to the item(s) they want to review.

Pausing Tests

Students are able to pause the test by clicking the orange [**Pause**] button in the top row. They can do so whether they are viewing a page with a single item or one with multiple items.

Figure 43. Pause Test Warning Message
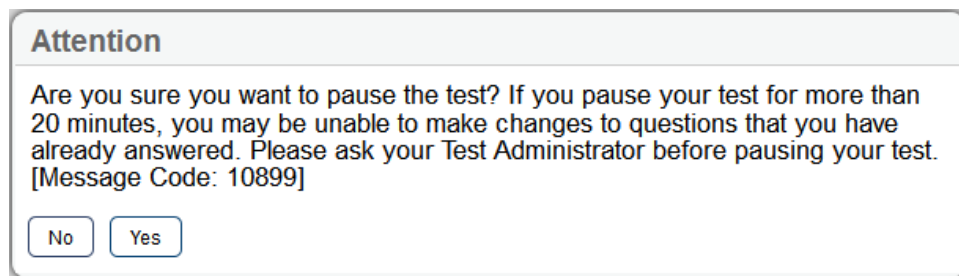
To pause a test:

1. Click the orange [**Pause**] button. A confirmation message will appear.

2. Click [**Yes**] to acknowledge the message and pause the test. The student will be logged out and directed to the secure browser login page.

When the student is ready to resume testing, he or she will need to log in again and click the [**Resume**] button for the test.

Note: You may want to remind students that if their test is paused for more than 20 minutes, they may be unable to change answers to previously seen items (see the Pause Rules subsection for exemptions).

Reaching the End of the Test

After students answer the last item on the test, the red [**End Test**] button will appear in the upper 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."

Figure 44. Sample Item Page with End Test Button
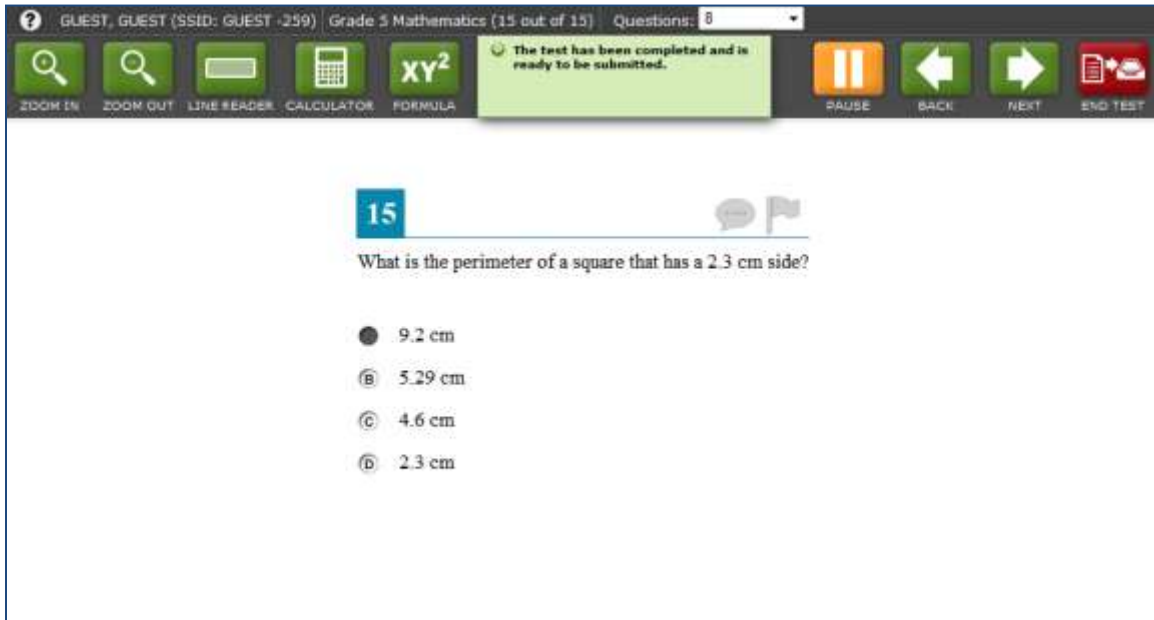
To end a test:

1. Click the red [**End Test**] button. An attention message will appear (see Figure 45 below).

2. Click [**Yes**] to end the test and continue to the next screen. (If students want to continue working, they should select [**No**].)

Figure 45. End Test Alert Message
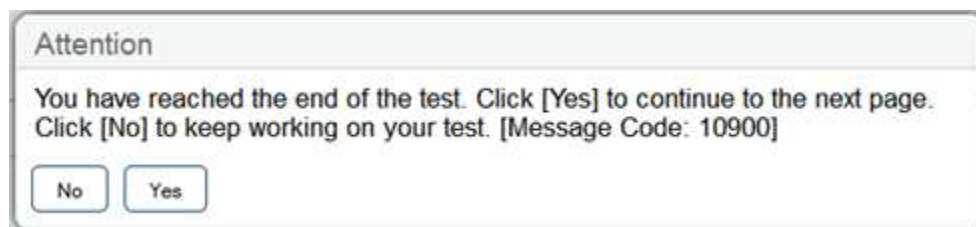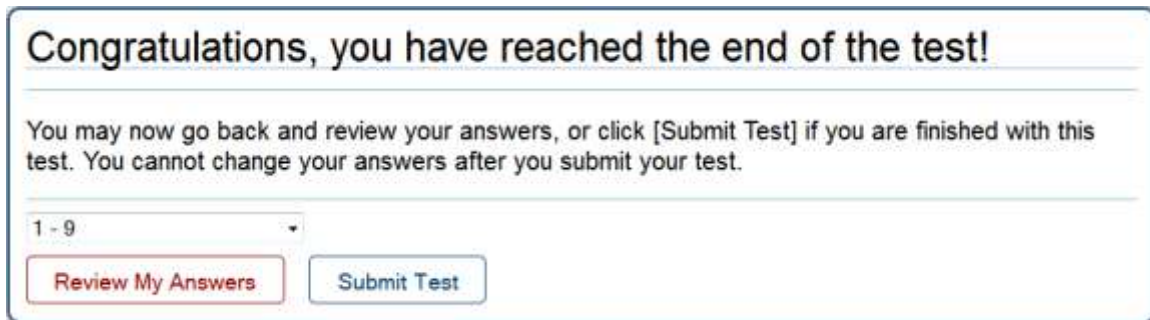
End Test Review/Submit Page

After students select [**Yes**], a new screen presents two options:

- Review answers
- Submit the test

Figure 46. End Test Screen

End Test screen options:

1. To review answers and go back to the test, students must select an item or test page from the drop-down list and then click [**Review My Answers**].

   *While students are reviewing their answers, the [**End Test**] button will remain on the screen. To return to the **End Test** screen, the student should click that button.*

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

Alert: After the student clicks [**Submit Test**], the test is officially completed. The student cannot log back in and review his or her answers.

Your Results Screen

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

About Test Scores

- Scores will be displayed for Bridge HSA Reading and Mathematics and HSA Science assessments, and EOC Algebra I, Algebra II, Biology I, and U.S. History exams.

- Scores for the Expository Writing I EOC Exam will not be displayed because the essay has to be hand scored first. Students' scores for this exam will be posted in the Online Reporting System during the last week of the testing window or several days after the testing window closes, depending on the date that students submit their exams for scoring. Dates are posted in the EOC section of the HSAP portal.

- Scores will not be displayed for training tests.

Note: Students' scores may be suppressed for operational tests. The "Suppress Score" setting is managed in TIDE. If a student has the "Suppress Score" feature enabled for a subject, then he or she will not see the "This is your score" line on this screen for that subject test.

Figure 47. Sample Your Results Screen

Your Results

Student Name: STUDENT, DEMO (Student ID: 9999999041)

Test Name: Grade 3 HSA Reading

Test Completed On: 8/9/2013

This is your score: 315

You may log out now.

Log Out

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

Appendix A: About the Secure Browser

Students must log in through the appropriate secure browser provided for Hawai'i Statewide Assessment Program (HSAP). The secure browser is designed to ensure test security by prohibiting access to external applications or navigation away from the test. The secure browser must be used to access operational HSAP assessments and can also be used to access the training tests.

The HSAP portal (www.alohahsap.org) contains instructions for downloading and installing the secure browsers. Your school or complex area's IT staff can help to ensure that the secure browsers have been installed correctly on all computers to be used for testing at your school. If you are not sure that secure browsers have been installed or you have questions, contact your school administrator or IT staff prior to administering tests.

While the secure browser is an integral component of test security, TAs perform an equally important role in preserving test integrity. TAs should be aware of the following and employ the necessary precautions while administering online assessments:

- **Close External User Applications**
  Prior to administering the 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 closing these applications, the TA should open the secure browser on each computer. *The secure browser will not work if the computer detects that a forbidden application is running (see below).*

- **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.

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.

> ⚠️ **Warning:** *If a forbidden application is launched in the background while the student is already in a test, the student will be logged out and a message displayed.* This typically occurs when a process such as Internet Explorer is triggered in the background in order for a software auto-update to occur. AIR recommends checking all software auto-updates and ensuring that they are scheduled to occur outside of planned testing hours.

Before administering tests, TAs should take proper measures to ensure that forbidden applications are not running on student computers. Contact your school's IT department for assistance in identifying and closing applications.

Secure Browser Error Messages

- **Secure Browser Not Detected**
  HSAP automatically detects whether a computer is using the secure browser to access the online testing system. Under no conditions 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 the Test Delivery System, the message below will be displayed. 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.

Figure 48. Unable to Establish Connection Message
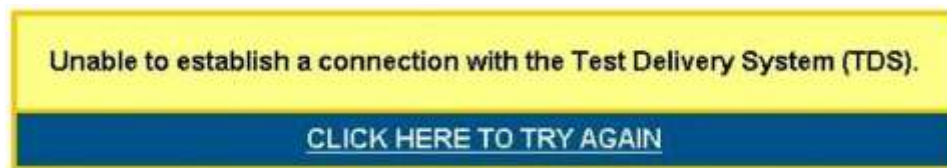
Force-Quit Commands for Secure Browsers

In the rare event that the secure browser or test becomes unresponsive and you cannot pause the test or close the secure browser, you have the ability to "force quit" the secure browser.

To force the browser to close, contact the HSAP Help Desk to obtain the force-quit commands. *(Reminder: This command will log the student out of the test he or she is taking. When the secure browser is opened again, the student will have to log back in to resume testing.)*

About Testing on iPads and Android Tablets

Students taking tests on an iPad or Android tablet must use tablets that are already configured for secure online testing. These tablets should be ready for testing **before** giving them to students. For detailed instructions on configuring iPads and Android tablets, refer to the *About Mobile Secure Browsers and Chromebooks* document, which is available on the HSAP portal. (This information is also available in the *Technology Requirements* document.)

Configuring iPads

1. Tap the **AIRSecureTest** secure browser icon to open it.

2. Press the [**Home**] button three times in quick succession to enable Guided Access. (For more information about Guided Access, refer to the *Technology Requirements document*.)

3. Tap the blue [**Start**] button in the upper right corner. Guided Access is now activated.

4. If prompted, select "Hawai'i" and then "Hawai'i Statewide Assessment Program" as the test administration program. (This "Launchpad" page appears only once.) The student login page will display.

5. The student login page should be ready for students to log in.

Configuring Android Tablets

1. Tap the **AIRSecureTest** secure browser icon to open it.

2. Follow the prompts on the screen. If the secure browser keyboard is not selected, you will need to do so. (For Android secure browser keyboard instructions, refer to the *Technical Specifications for Online Testing* manual.)

3. If prompted, select "Hawai'i" and then "Hawai'i Statewide Assessment Program" as the test administration program. (This page appears only once.) The student login page will display.

4. The student login page should be ready for students to log in.

Appendix B: Keyboard Navigation

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

Test Selection Screens and In-Test Pop-ups

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

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

Figure 49. Sample Login Screen Displaying Yes and No Buttons

Is This You?

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

Name: STUDENT, DEMO

Date of Birth: January 1, 2003

School: Training School A

SSID: 9999999250

Enrolled Grade: 04

No   Yes

Global Menu

To access the Global Menu with keyboard commands:

1. Press the [**Ctrl**] + [**G**]   keys to view the Global Menu. The menu will appear on the screen.

2. 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.

3. Press the [**Enter**] key to select the highlighted menu option.

4. Press the [**Esc**] key to close the Global Menu.

Context Menus

To access Context Menus with keyboard commands:

Navigating to an 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.

Opening a Context Menu for an Element

- Press the [**Ctrl**] + [**M**] 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.

Context Menu: Selecting Text With the Keyboard

1. Navigate to the element containing the text you want to select.

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 on the keyboard 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 again. Select the feature you want to use for the selected text (e.g., Highlighter).

Keyboard Command Reference: Student Test Navigation and Tools

Students can use these keyboard commands to navigate between test elements, features, select answer options, and open tools.

Button/ Image	Description of Function	Keyboard Commands
	Open the **GLOBAL MENU**	Ctrl + G
	Go to the **NEXT** test page	Ctrl + → (or use the Global Menu)
	Go to the **PREVIOUS** test page	Ctrl + ← (or use the Global Menu)
	Move to the **NEXT ELEMENT** (on a page containing multiple test items and/or a reading passage)	tab
	Move to the **PREVIOUS ELEMENT** (on a page containing multiple test items and/or a reading passage)	tab + shift
Ⓐ	Select **OPTION A**	Ctrl + tab to move between answer choices
Ⓑ	Select **OPTION B**	
Ⓒ	Select **OPTION C**	enter to select it as the answer
Ⓓ	Select **OPTION D**	
?	Open the **HELP GUIDE**	Ctrl + G (via Global Menu)
	ZOOM IN (increase the size of text and graphics on a page)	Ctrl + G (via Global Menu)
	ZOOM OUT (decrease the size of text and graphics on a page)	Ctrl + G (via Global Menu)
	Open the **CALCULATOR** (Math tests only)	Ctrl + G (via Global Menu)
XY²	Open the **FORMULA** sheet (Math tests only)	Ctrl + G (via Global Menu)
⏸	**PAUSE** your test	Ctrl + G (via Global Menu)
	END TEST and submit it for scoring	Ctrl + G (via Global Menu)
	SCROLL UP in an area of the test page	↑
	SCROLL DOWN in an area of the test page	↓
	SCROLL to the **RIGHT** in an area of the test page	→

Button/ Image	Description of Function	Keyboard Commands
	SCROLL to the **LEFT** in an area of the test page	←
	Open the **CONTEXT MENU** (for the selected passage, question or answer option)	Ctrl + M
💬	Submit a **COMMENT** about an item.	Ctrl + M (via Context Menu)
⚑	**MARK/UNMARK** a question for review	Ctrl + M (via Context Menu)
✎	**HIGHLIGHTER** (highlight text on the page)	Ctrl + M (via Context Menu)
abc	**STRIKE THROUGH** an answer option	Ctrl + M (via Context Menu)
🖨	Send a **PRINT PASSAGE** request *Only available to students who have the Print-on-Request accommodation enabled)*	Ctrl + G (via Global Menu)
🖨	Send a **PRINT** request for questions and answer options. *Only available to students who have the Print-on-Request accommodation enabled)*	Ctrl + M (via Context Menu)
🔊	**SPEAK** (listen to a passage, question, answer choice, or specific portion of text)	via Global or Context Menu depending on element

Keyboard Commands for Items with Add Point or Add Line/Arrow Tool

Interactive items with an Add Point or Add Line tool may have up to three main sections:

- Answer Space (the large area that takes up the most space)

- Action button row (at least one action button such as [**Add Point**] will be present at the top)

- Object Bank (a section on the left that includes objects to move to the Answer Space)

Figure 50. Sample Item with Point and Line Tools
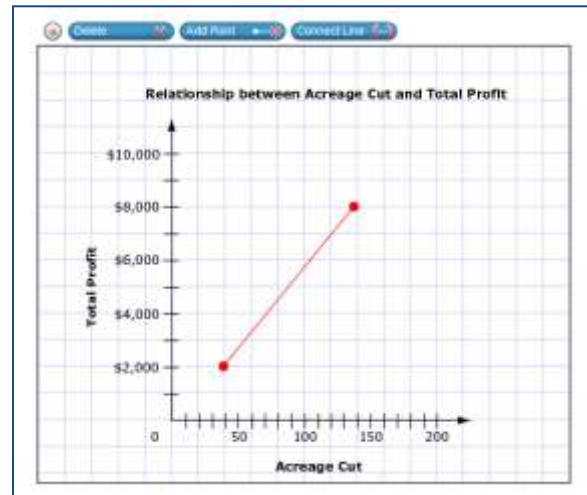
To move between the main sections (Object Bank, Button Row, and Answer Space)

- Press the [**Ctrl**] + [**Tab**] keys. Navigation is "clockwise" (from top to right to bottom to left).
- To move counter-clockwise, press [**Shift**] + [**Tab**].
- The "active" space or button will have a border.

To add an object from the Object Bank to the Answer Space:

- Make sure the Object Bank is active.
- Use the up and down arrows to move between available objects. The selected object will have a blue background.
- Press the [**space bar**] to add the selected object to the Answer Space.

To select an Action Button and place the object (point or line) in the Answer Space:

- Make sure the Button Row is active.
- Use the left or right arrow keys to move between action button options.
- Press [**Enter**].
- Press the [**space bar**] to apply the dot, arrow, or line to the Answer Space.

To move objects, points, lines, and arrows around in the Answer Space:

- Make sure the Answer Space is active.
- Press [**Enter**] to move between objects in the Answer Space. The selected object will have a border.
- Press the [**space bar**], then use the arrow keys (up, down, left, or right) to move the object.

Appendix C: Braille Interface

HSA tests and the Biology I EOC Exam are available to students who use Braille, allowing students who use Braille to have access to the adaptive tests and to have the same number of testing opportunities as general education students. This appendix provides specific guidance for Test Administrators (TAs) administering these assessments to students using the Braille interface.

About the Braille Interface and Assessments

- The Braille interface of includes a text-to-speech component. The Job Access with Speech (JAWS) Screen Reading software provided by Freedom Scientific is an essential component that students will use with the Braille interface.

- Mathematics and science tests will present students with items in Nemeth Braille via a Braille embosser.

- Reading tests will present students with items in either *contracted* or *uncontracted* Literary Braille via a Refreshable Braille Display (for items containing only text) and via a Braille embosser (for items with tactile or spatial components that cannot be read by a Refreshable Braille display). In addition, a student may request embossing for any item or reading passage as the student progresses through the test.

- Braille users with some vision can also use the [**Zoom**] button to increase the size of text and graphics on the computer monitor while using the Braille interface.

- Schools may also use Test Information Distribution Engine (TIDE) to set whether a student is to receive contracted or uncontracted Literary Braille.

Technology Requirements and Configuration

Prior to administering HSAP assessments using the Braille interface, TAs must ensure that the technical requirements listed below are met. These requirements apply to the student's computer, the TA's computer, and the supporting Braille technologies used in conjunction with the Braille interface.

Requirements for TA Computers

TAs administering tests using the Braille interface must have the following software installed on their machine prior to testing. The software is necessary in order to process print requests.

- **Tiger Max Embosser and the supporting ViewPlus Desktop Embosser driver**

  The Desktop Embosser Driver can be downloaded from: http://downloads.viewplus.com/drivers/desktop-braille-embosser/. The download includes the Tiger Viewer software, which is needed to handle print requests for items and passages that contain tactile or spatial components.

- **Duxbury Braille Translator 11.1**

  This software allows printing of items and reading passages (without images). To download the Duxbury Braille Translator software and acquire a license, contact the BVIS fund administrator for the seat license code.

Requirements for Student Computers

- HSAP currently supports the Braille interface on **Windows 7** machines only.

- **Windows Secure Browser 6.2** must be installed on all machines used for student testing, including tests administered using the Braille interface.

- **JAWS Screen Reader** (version 12 or 13).

- **ALVA USB 640 40-cell Braille display** (Vision Cue, LLC).

For more information about JAWS, including product download and purchase, go to http://www.freedomscientific.com/products/fs/jaws-product-page.asp.

The following JAWS configuration must be applied to each student computer prior to administering tests using the Braille interface:

1. Configure JAWS to recognize the secure browser.
2. Configure JAWS to speak "Dollars."
3. Apply settings for Contracted/Uncontracted Braille through JAWS.

Instructions for each requirement follow.

Configuring JAWS to Recognize the Secure Browser

1. Open the JAWS **ConfigNames.ini** file.

   This file is accessible via the start menu (/All Programs/JAWS 12.0/Explore JAWS/Explore Shared Settings/).

2. Locate the line of text that contains "Chrome=Firefox." Create a line immediately following this text, and add the following string:

   HSASecureBrowser6.2=Firefox

3. Save the file upon completion.

Note: If you receive an error that you do not have permission to save the .ini file to this location, you will first need to save the file to your desktop as **ConfigNames.ini**. After saving the updated .ini file, copy it to the folder containing the original .ini file (referenced in Step 1). You will need to confirm that you want to replace the original file with the file you created.

Configuring JAWS to Speak "Dollars"

1. Open the JAWS Settings Center. The Settings Center is accessible via the JAWS Menu > Utilities.

2. From the left-hand panel, expand the "Text Processing" setting. Select the "Speak Dollars" setting.

Figure 51. Jaws Setting Center: Speak Dollars
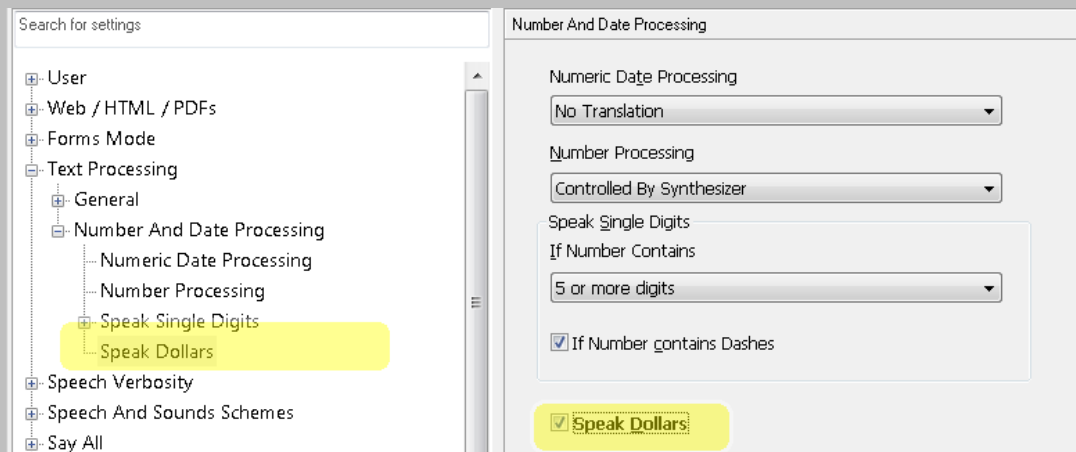
3. Mark the "Speak Dollars" check box.

4. Click [**Apply**] and then click [**OK**].

Applying Settings for Contracted/Uncontracted Braille

In order for students to use Contracted or Uncontracted Literary Braille, the correct JAWS setting must be applied **prior** to launching the secure browser.

1. Open the **JAWS Settings Center**. The Settings Center is accessible via the JAWS Menu > Utilities.

2. Select **Firefox** from the "Application" drop-down menu.

3. From the panel on the left side of the window, go to the following option (as pictured):

   Braille > General > Translation > Contracted Braille Translation

4. For **Uncontracted Braille**, set the value to "Off."

   For **Contracted Braille**, set the value to "Input and Output."
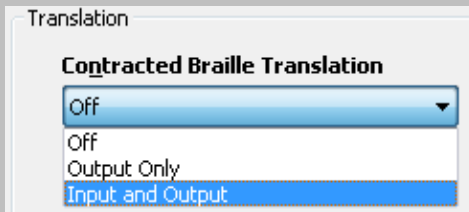
   Additionally, ensure that the following three settings are checked (and only these settings are checked):
   - Active cursor follows Braille display
   - Enable Braille Auto Detection
   - Enable Word Wrap

5. Click [**Apply**] and then click [**OK**].

In addition, the following optional JAWS settings may be adjusted for individual students based on student needs prior to administering their assessments.

- Adjust JAWS voice profile (Optional)
- Adjust JAWS speaking speed (Optional)
- Adjust JAWS punctuation (Optional)

Instructions for each option follow.

If adjusting these optional settings for a student, the steps described for each option must be taken prior to launching the secure browser. Students should take one or more practice tests using JAWS so they can determine whether adjustments to these optional settings would be beneficial for them.

Adjusting JAWS Voice Profile

The JAWS voice profile refers to the voice used by JAWS. Users can adjust the JAWS voice profile by following the instructions below.

1. Go to *JAWS Menu > Options*.

2. Select *Voices > Adjustment*.

3. In the Profile section, select a Voice Profile from the Name drop-down menu.

4. Click [**OK**].

Figure 52. JAWS Voice Profile Window

Adjusting JAWS Speaking Rate

Users can adjust the rate of speed that JAWS speaks by following the instructions below.

1. Go to *JAWS Menu > Options*.

2. Select *Voices > Adjustment*.

3. In the *Voice* section, adjust the "Rate" using the slide-bar.

4. Click [**OK**].

Adjusting JAWS Punctuation

The default JAWS punctuation setting for which the Braille interface has been optimized is "Most." This means that JAWS will read most punctuation that appears on the screen. However, users may adjust the JAWS punctuation based on an individual student's needs and preferences by following the instructions below.

1. Go to *JAWS Menu > Options*.

2. Select *Voices > Adjustment*.

3. In the Voice section, select a punctuation setting from the Punctuation drop-down menu. The options include "None," "Some," "Most," and "All."

4. Click [**OK**].

Approvals and Student Test Settings for Braille

The approval process is the same for tests administered using the Braille interface as for all other HSAP tests. A student's Braille accommodation must be preset in TIDE by the Student Assessment Section, which applies Braille as the default setting for all of that student's tests. TAs should verify that the student's Language setting is correctly set to Braille and also verify the Emboss Request Type and Braille type are correct.

⚠️ TAs need to make sure that the contracted or uncontracted setting is correct in the student test settings. This is how the system knows which file to send to the embosser.

Figure 53. Sample Student Test Settings Screen: Braille Options

Student Print Requests

The embossed output for student print requests will vary depending on the type of file associated with a test item. There are two types of files:

- **PRN files:** Print requests containing tactile or spatial components such as images, diagrams, etc. This file type is handled by the Tiger Viewer software.

- **BRF files:** Print requests for items containing only text, including formatted tables and poems. This file type is handled by the Duxbury Braille Translator software.

Approving Print Requests

Print requests will display on the TA Site and must be approved by the TA in order to be embossed. Print requests will be sent automatically to the TA for all mathematics and science items, as well as for reading items that include graphics or other material that cannot be presented through the refreshable Braille display. To maintain the security of printed test materials, all print requests are sent to the TA for approval.

Figure 54. Sample Print Requests Approval Screen

Upon approving a print request, the TA must send the file to the embosser using either the Duxbury (for BRF files) or ViewPlus (for PRN files) software. The following section provides steps for embossing both types of files.

Configuring Default Preferences on the TA Computer

Refer to the following instructions to configure the software used to handle each file type:

Figure 55. Sample File Icons in TA Site Help Window

BRF Files with the Duxbury Braille Translator Software

1. Click the [**Help**] button in the upper right corner of the TA Site.

2. Click [**Sample BRF File**].

3. The File Download window displays and prompts the user to [**Open**], [**Save**], or [**Cancel**] the request.

4. Select [**Open**]. This will open a program selection window.

Figure 56. BRF File Dialog Window
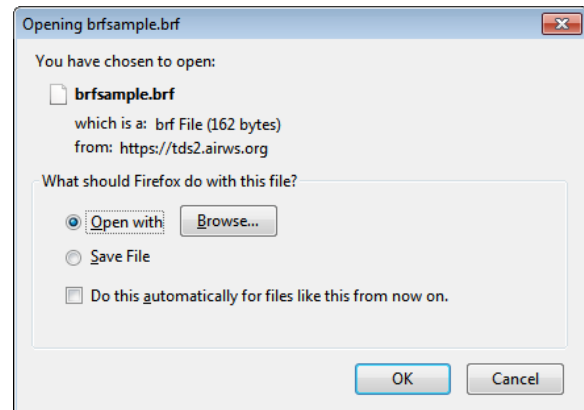
5. Navigate to the "Duxbury" program and click [**Open**]. This will add this program in the program selection list.

Figure 57. Select a Program Window
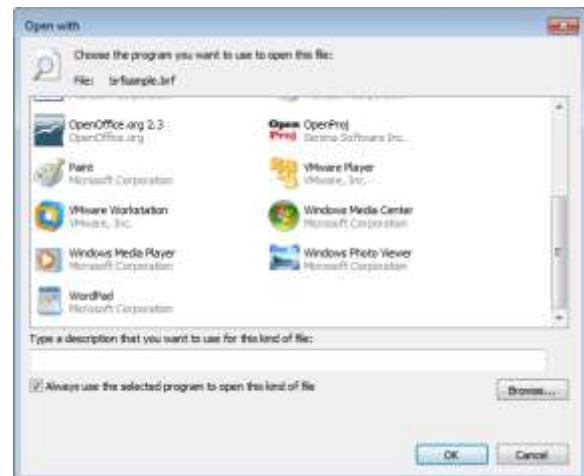
6. Make sure to check the check box "Always use the selected program to open this kind of file." Click [**OK**]. This will open the BRF file.

Figure 58. Use Selected Program Checkbox
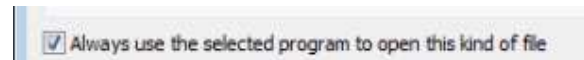
7. The user can now emboss this file by going in to Duxbury > Document option > Embosser setup. Select the ViewPlus Tiger Max embosser from the drop-down listing. Prior to continuing, you will need to adjust the margins.

    -   Change the Top Margin to "2."

    -   Change the Binding Margin to "5."

    -   Click [**OK**].

Figure 59. Duxbury Embosser Setup Window
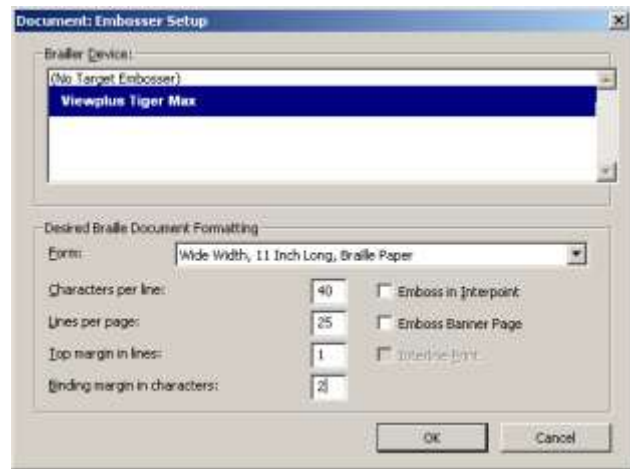
8. Now go to file menu and select the "Emboss" option. This will bring up "File-Emboss" window.

9. Click [**OK**].

Figure 60. Emboss Options Window
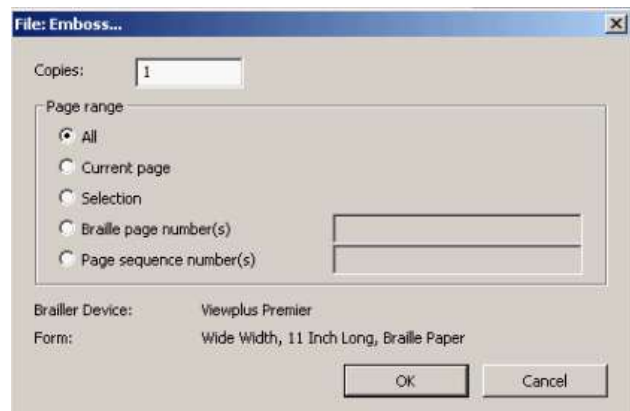
PRN Files with the Tiger Viewer Software

1. Click the [**Help**] button in the upper right corner of the TA Site.

2. Click [**Sample PRN File**].

3. The File Download window displays and prompts the user to [**Open**], [**Save**], or [**Cancel**] the request.

4. Select [**Open**]. This will open a program selection window.

Figure 61. PRN File Dialog Window

5. Navigate to the "Tiger Viewer" program and click [**Open**]. This will add this program in the program selection list.

Figure 62. Select a Program Window
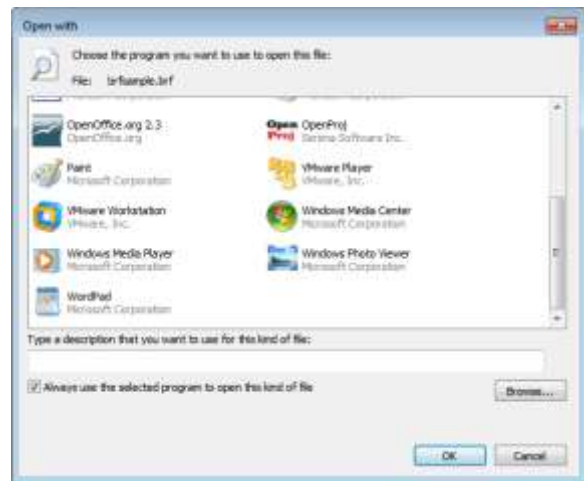
6. Make sure to check the check box "Always use the selected program to open this kind of file." Click [**OK**]. This will open the BRF file.

Figure 63. Use Selected Program Checkbox
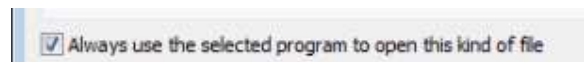
7. The file can now be printed by going to the Tiger Viewer-File menu and selecting the Print option. This will bring up the "Print current PRN File" window.

8. Select the *ViewPlus Tiger Max* embosser from the drop-down list.

9. Click [**Print**].

Figure 64. Print Current PRN File Window
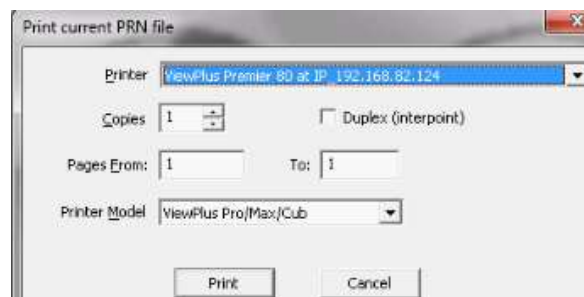
Braille Interface Tools and Navigation

As TAs work with students to familiarize them with the Braille interface and Braille format of assessments, TAs should make students aware that in some cases the Braille transcriptions may not follow the usual Braille rules.

When preparing to administer HSA tests or Biology I EOC Exams through the Braille interface, TAs should also be sure to check the JAWS settings to ensure optimal results.

The following are the JAWS key commands used by students to navigate assessments using their refreshable Braille display and/or computer keyboard.

JAWS Command (Press this…)	Action (To do this…)
UP Arrow	Move to the **previous line** on the page.
DOWN Arrow	Move to the **next line** on the page.
TAB	Move to the **next link or button** on the page. *Note: The TAB command will not move to the question portion of an item (the cursor goes directly to the first radio button).* To hear the question, use **H** to move to the question number and then use the **Down** arrow to move until the question is played.
SHIFT + TAB	Move to the **previous link or button** on the page.
H	Move to the **next question** on the page. To hear the question, use the Down arrow to play the text.
SHIFT + H	Move to the **previous question** on the page.
B	Move to the **next button** on the page. On a test page, use this command to go directly to the "Navigation Landmarks," which contain the [**Back**], [**Next**], and [**Pause**] buttons.
SHIFT + B	Move to the **previous button** on the page.
R	Move to the **next radio button** on the page. After moving to the radio button, use the Down arrow to play the text. *Note: On pages with multiple items, command R navigates to the next radio button on the page.*
ENTER / SPACE	**Select the option or button**.
INSERT + DOWN Arrow	**Read everything** on the page (from your current place on the page).
CTRL or Spacebar	**Stop JAWS** voice from reading.

Navigating through Specific Screens

This section provides instructions on how students can move through the login screens until they access the first item on the test.

Login Screen:

You must type on this page using the JAWS Forms Mode in order to sign in. JAWS will play a bleep sound to let you know that it has entered Forms Mode.

1. You will need to press the [**Tab**] key three times.
    a. Press the [**Tab**] key to move to the "First Name" box, where you will type your first name.
    b. Press the [**Tab**] key a second time to move to the "SSID" box, where you will type your SSID.
    c. Then Press the [**Tab**] key a third time to move to the "Session ID" box and enter the Session ID that your TA will give you.
2. Once you have typed your first name, SSID, and Session ID, press the [**Tab**] key to move to the [**Sign In**] button. Press the [**Enter**] key or space bar on your keyboard to sign in.

Is This You? Screen:

1. To hear information on this page, press the Down arrow to go line by line.
2. Press the [**Tab**] key to move to the buttons for "No" and "Yes."
3. Press the [**Enter**] key or space bar to choose [**No**] or [**Yes**].

Your Tests Screen:

1. Press the [**Tab**] key to move to the first test listed on this page. Tests are listed in a two-column table. You will first hear the test name, then the opportunity number, and then the link to choose that test.
2. Press the [**Enter**] key or space bar to choose your test, or press the [**Tab**] key to move to the next test on this page.

Is This Your Test? Screen:

1. To hear information on this page, press the Down arrow to go line by line.
2. Press the [**Tab**] key to move to the buttons for "No" and "Yes, Start My Test."
3. Press the [**Enter**] key or space bar to choose [**No**] or [**Yes, Start My Test**].

Test Instructions and Help Screen:

1. To hear information on this page, press the Down arrow to go line by line.
2. Press the [**Tab**] key to move to the buttons for "Cancel" and "Begin Test Now."
3. Press the [**Enter**] key or space bar to choose [**Cancel**] or [**Begin Test Now**].

Appendix D: Transferring Test Sessions Between Computers

TAs can "transfer" an **active** test session from one computer/mobile device or browser to another without stopping the test session or interrupting in-progress tests. This feature is useful in scenarios when a TA's browser or computer encounters an issue while a test session is in progress, or if the TA needs to move to a computer that is connected to a working printer (for student print requests).

⚠️ If you cannot remember your Session ID, you will be unable to transfer the session. Write down your Session ID **before** you transfer the session.

The system ensures that a test session can be administered from only one browser at a time; therefore, when a session is moved to a new computer, the TA will no longer be able to administer the test session from the original browser or machine.

The instructions on this page apply to both the TA Live Site and TA Training Site. If you started a session on the TA Live Site, ensure that you log in to the TA Live Site on the new computer or browser and not the TA Training Site.

To transfer a test session to a new machine or browser:

1. Log in to the TA Site on the new machine or browser.

   Do NOT log out of or stop 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 (see Figure 65 below).

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

   When the Session ID is validated, you will see the TA Site and be able to continue monitoring your students' progress and take action on any pending print requests.

The test session on the previous computer or browser will automatically close. (This will not stop the session.)

Figure 65. Enter Active Session ID Window

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

Appendix E: Printable Directions for Administration (With Step-by-Step Guide)

Step-by-Step Guide to Conducting Online HSA and EOC Testing

Before Testing	
1. Make sure you are prepared for testing.	Complete the online TA Certification Course available at alohahsap.org. This will take approximately 30 minutes. You will not be able to log into the TA Live Site to administer assessments without completing this course.
	Practice administering an assessment on the TA Training Site.
	Know what your students will see. Try out the Interactive Item Tutorial and take a Training Test at alohahsap.org.
	Download and read relevant user guides and manuals, including the *HSAP Test Administration Manual*, the *Guide to Navigating Online HSA and EOC Administrations*, and the *Guide to the Online Reporting System*.
2. Make sure students are prepared for testing.	Make sure all of your students have tried the Interactive Item Tutorial and taken the grade/subject appropriate Training Tests at alohahsap.org before testing.
3. Get a list of secure 10-digit State Student Identification Numbers (SSIDs).	Students will log into the online system using their legal first names, their 10-digit State Student Identification Numbers (SSIDs), and a Test Session ID.
	Your school clerk or registrar can export a list with student names and 10-digit State Student Identification Numbers (SSIDs) from 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.

On Testing Day	
4. Log into the Test Administrator Live Site	Using your username and password, log into the TA Live Site by going to alohahsap.org. If you do not have a username and password, contact your Test Coordinator. The Test Coordinator must add each TA as a user in the TIDE system in order to generate a username and a secure web link, which will be emailed to the TA. The TA must use the secure link to create a password in TIDE and also select and answer a security question. If you forget your password, go to the TIDE home page, click 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 log in to the TA Live Site unless you have successfully completed the online TA Certification Course. The words "Live Test" should appear adjacent to the Test Selection Table to confirm that you are in the TA Live Site and not the TA Training Site.
5. Select tests to administer.	Once you have logged in, select the tests you would like to administer by clicking the subject(s) and grade(s) in the box.
	Each test session that you create will be automatically assigned a unique Test Session ID number (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.

6.	Launch the secure browser on each computer students will use for testing.	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.
7.	Distribute materials.	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 online Bridge HSA Mathematics Assessments. See the *HSAP Test Administration Manual* for additional details on allowable resources for each online HSA content area assessment and each EOC Exam.
8.	Read Directions for Administration.	**SAY: Today, you will take a test in [name subject(s)]. Before we begin, I want to go over a few rules with you.** **Keep your eyes on your own computer.** **You may not talk during the test, and you may not discuss the questions or your answers after the test.** **If you have a question or need help with something during the test, raise your hand and I will come to you.** **Remember that you have a [Help] button in your test that shows you how to use some of the features of the test.** [For all HSA and EOC Exams, except Expository Writing I] **Everyone may not finish their tests during this session. That is okay; you will be able to finish on another day.** [For Expository Writing I ONLY] **You will have at least two uninterrupted hours to complete this exam and may be given additional time at the end of two hours if you need it. You must finish this exam before having lunch today.** **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.** **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.** **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.** **If the information is correct, select the test you are taking today. Then I will approve you for testing.** **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.** [For Algebra I and Algebra II ONLY] **Once you have finished Segment 1 and started Segment 2, you cannot go back and look at questions you have marked for review in Segment 1.** **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.**

9.	Approve students for testing.	Students can now log in using their first names, 10-digit State Student Identification Numbers (SSIDs), and Session ID. After students log in, you will see a box in the upper right corner that tells you which students have signed in and are waiting for your approval.
		Students cannot proceed to their test without the approval of the Test Administrator.
		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 online HSA content area assessment or EOC Exam, 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 online HSA 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 online HSA opportunity within 45 calendar days after they are approved to begin this online HSA content area assessment.
10.	Monitor student progress.	Once your students have been approved, you will see a list of students who are currently testing in the session, and you can view which questions they have answered, as well as how long their tests have been paused.
		Circulate through the testing room to ensure that all conditions of test security are maintained.
		If you notice that a student is off task and not progressing through the test, you may say the following statement to the student, verbatim, to keep the student focused:
		SAY: "It is important that you do your best. Do you need to pause the test and take a break?"
11.	Give students a 5-minute alert before the end of the test session.	[For all HSA and EOC Exams except Expository Writing I]
		SAY: There are 5 minutes remaining in this test 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.
		[For Expository Writing I ONLY]
		SAY: There are 5 minutes remaining in this test 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 after this test session.
12.	End the session and log out.	**SAY: The test session is now over. If you have not finished, click [Pause]. Then click [Log Out]. If you have finished, click [Submit Test]. You will then see your score. Please keep this information to yourself. Then click [Log Out]. I will now collect any scratch paper and other materials.**
		Log out of the TA Live Site.
13.	Collect any used paper or other materials.	Used scratch paper and other handouts that students have written on must be shredded and disposed of immediately after each test session. Refer to the test security guidelines in the *HSAP Test Administration Manual* for additional information.