



# Step-by-Step Guide to Conducting HSA Online Testing for Test Administrators

## Before Testing

### 1 *Make sure you are prepared for testing*

- Complete the Online TA Certification course available at <http://www.testadmintraining.com/login.php>. This will take approximately 30 minutes. You will not be able to log into the TA Interface to administer tests without completing this course.
- Download and read the Test Administrator User Guide (22 pages, available at <http://www.alohahsa.org/online/resourcesGeneral.html>).
- Download a copy of the Online Field Test Administration Manual available at <http://www.alohahsa.org/online/resourcesGeneral.html>. You will need to review the Directions for Administration (p.37–40) prior to testing, and may need to refer to them during testing also.

### 2 *Make sure students are prepared for testing*

- Make sure all your students have tried the Training Test (<https://hsapt.tds.airast.org/student/>) before testing.

### 3 *Get a list of state student ID numbers (SSIDs)*

- Students will log into the HSA Online system using their legal first names, their 10-digit state SSIDs, and a test session ID. Your school clerk or registrar can export a list with student names and SSID numbers from eSIS to use during testing. Talk to your Test Coordinator about how you will obtain this list. Remember that student personal information, including SSIDs, is confidential.

## On Testing Day

### 4 *Log into the Test Administrator Interface*

- Using the username and password sent to you via e-mail, log into the Test Administrator Interface at <https://www.alohahsa.org/online/testadmin.html>. 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 password for the TA. If you forget your password, click the “forgotten password” button on the login screen. A new password will be sent to you via e-mail. Remember that you cannot log in unless you have successfully completed the Online TA Certification course.

### 5 *Create a testing session*

- Once you have logged in, you should be on the “Manage Sessions” tab.

- Click “Create Session” to create a session for the test you will administer. Select the test(s) to be included in the test session from the list of available tests (e.g. grade 3 reading). Then give each session a descriptive name, such as “Ms Roberts 8th Grade English.” Periods, hyphens, and other symbols are not allowed in the test session name.
- Click “Create & Manage New Session” to go to the testing session. Each test session that you create will be automatically assigned a unique test session ID number. (This will be four letters followed by a dash and a number, for example, “SMIT-01.”)
- You can see the test session IDs for all the test sessions you have created by clicking the “All Sessions” tab. Write down the ones you will need for testing that day. 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 Online 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 prior to launching the browser. Once the secure browser is launched, students can no longer access other applications.

### 7 *Distribute calculators, pencils, and scratch paper, if needed*

- During the online field test, students may use calculators for mathematics tests and scratch paper for any tests.

### 8 *Read directions from the Online Field Test Administration Manual to students*

**SAY:** “Today, you will take a field test in the area of Reading, Mathematics, or Science. You will be given a test session ID that is required to start the field test. If we take a short break but continue with the field test today, you will use the PAUSE button on screen. You may pause at any point in the field test by clicking on PAUSE rather than on NEXT after answering an item. However, you should try to answer at least one item before pausing. If you pause a field test for more than 20 minutes, you will not be able to review or change the answers to items you have already answered. If you need an individual break during the field test, raise your hand and wait for my instructions and permission. Once you have logged in, you will have to wait for me to approve the field test before you can start. I’ll do that to make sure you have correctly entered your SSID and other information.”



## 9 Give students the test session ID

- Write the test session ID for the test(s) you will be giving on the board or somewhere where students can see it. Make sure students know that they must enter the test session ID exactly as it is written, without extra spaces or characters.

**SAY:** “Enter your legal first name (not your nickname), your SSID, and the test session ID that I provided. Raise your hand if you cannot see these numbers well enough to type them on your keyboard. Please do not share your ID as it is your own private information. Once you have successfully logged in, you will see a screen with your full legal name, birth date, 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 so that you can show me what is wrong.

On the next screen, select the field test you will be taking today. If you are starting a new field test, click on **START TEST**; if you are continuing a field test started earlier, click on **RESUME TEST**. After you have selected your field test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. This step helps ensure that you are taking the correct field test. Please wait quietly while I verify each of your field tests.

After I approve you to begin testing, you will see a screen asking you to confirm your field test subject and settings. If all of the information is correct, you may select **YES, START MY TEST**. If any of it is incorrect, please raise your hand and I’ll be with you shortly.

Before your field test appears, you will see a tutorial page listing the test tools and buttons that may be used during the field test or will appear on the field test. Please read this carefully. You can also find this information during your field test by clicking on the **HELP** button in the top-right corner.

You must answer each question on the screen before going on to the next question. If you are unsure of an answer, find the best answer even if you are not sure; there is no penalty for guessing. Select what you think is the best answer. If you would like to review that answer at a later time, flag it by using the flag function in the upper right-hand corner of the screen before going on to the next question. Flagging the item will remind you to go back and decide if you need to change the answer during this field test session.

Your answers need to be your own work. Please keep your eyes on your own field test and remember that there should be no talking. The **PAUSE** button is used to stop the test. Please raise your hand if you need a break and ask me prior to clicking **PAUSE**. When you are ready to begin your field test, click **BEGIN TEST NOW** at the bottom of the page.”

## 10 Approve students for testing

- Students can now log into the Student Interface using their names, SSIDs, and test session ID. After they log in, you should see a pop-up screen telling you that students are awaiting approval to test. Click “Go.” Then click either “Approve” next to the individual student’s information or “Approve All Students.” Click “Refresh Page” at the bottom of the page until all students have logged in and been approved.

## 11 Monitor student progress

- You can monitor student progress on the test(s) by refreshing the “Active Session: Student Progress” page during testing using the “Refresh Test” button at the bottom of the screen (do NOT use the Web browser’s refresh button). 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: “It is important that you do your best. Do you need to pause the field test and take a break?”

## 12 Give students a 5 minute warning before the end of the test session

**SAY:** “We are nearing the end of this field testing period. Please review any marked items now. If you need additional time, let me know!”

## 13 Log out of the Test Administrator Interface

- Once testing is complete, log out of the TA Interface by clicking the “Logout” button at the top right.

## 14 Collect any used scratch paper or calculators

- Used scratch paper must be shredded and disposed of after testing. Refer to the test security guidelines in the Online Field Test Administration Manual for additional information.