



STATE OF HAWAI'I
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAI'I 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

August 3, 2018

ACTION REQUIRED
Due: September 14, 2018

TO: Deputy Superintendent
Complex Area Superintendents
Public Charter School Executive Director
Principals (All)
Public Charter School Directors (All)

FROM: Rodney Luke 
Assistant Superintendent

SUBJECT: **Accepting Applications for October 2018 Hawaii Statewide Assessment Program (HSAP) Science and Biology End-of-Course Exams Item Review Committees**

The Department of Education's Assessment Section is accepting applications from individuals to serve on various Hawaii Statewide Assessment Program (HSAP) science item review committees from October 8 –12, 2018.

Committee members will review newly written Next Generation Science Standards (NGSS) clusters for inclusion as embedded field test tasks. Each cluster will be reviewed for its freedom from bias, match to the NGSS, grade band/course appropriateness, accuracy of its content, and language clarity or ease of understanding the intent of the cluster. Applications are being accepted from general education, special education, and English learner teachers for the following item review committees:

Content Area	Grades	Date/Times	Stipend*
Science	3-5	October 8 –12, 2018 8:00 a.m. - 4:00 p.m.	\$172.60 per day
	6-8		
Biology	High School End-of-Course		

**The stipend provided for each content area committee may vary, based on the number of hours required to complete the work.*

If you would like to be considered for one or more of the **HSAP Science Item Review Committees**, please submit your application no later than **Friday, September 14, 2018** using the link below:

<http://events.constantcontact.com/register/event?llr=zuii4ejab&oeidk=a07efkp9fgwd5cd214d>

After submitting your online application form, you will receive a system-generated email confirming receipt of your information from the American Institute for Research (AIR). You will then enter a pool of possible participants for the committee(s) you have indicated on the application form. The Department of Education will select participants from the pool to ensure diverse, balanced committees. If you are selected for a committee, you will receive a separate, additional confirmation notice via email. **Please do not attend a committee meeting without receiving a committee confirmation email.**

All meetings will be held at a location to be determined in the Honolulu area.

Participants must be able to serve on all of the days that have been scheduled for a committee. The committees will meet as listed in the schedules above and each participant will be expected to be available during these hours each day that the participant's assigned committee meets.

For neighbor island committee members, AIR will make all travel arrangements, including air and ground transportation and hotel accommodations. Participants will be reimbursed for parking fees at their home airports. AIR will not honor travel coupons or reimburse participants who make their own travel arrangements.

For Oahu committee members, AIR will provide parking validation at the meeting site. Participants will not be reimbursed for mileage or gas.

If you have any questions, contact Paul Dumas, Test Development Specialist, Assessment Section, at (808) 733-4100 or via Lotus Notes email.

RL:pd

c: Assistant Superintendents
State Public Charter School Commission
Superintendent's Office Directors
Assessment & Accountability Branch