



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

September 24, 2018

**Action Required
October 12, 2018**

TO: Deputy Superintendent
Complex Area Superintendents
Principals (All)
Public Charter School Directors (All)
Public Charter School Executive Director
Smarter Balanced Test Coordinators
HSA Science Test Coordinators

FROM: Rodney Luke 
Assistant Superintendent

SUBJECT: **Test Coordination Training for NEW Test Coordinators, and Kaiapuni Assessment of Educational Outcomes (KĀ'EO) Training for ALL KĀ'EO Test Coordinators**

The Assessment Section in the Office of Strategy, Innovation and Performance, will conduct Smarter Balanced and HSA Science Assessments test coordination training for *new* test coordinators only and Kaiapuni Assessment of Educational Outcomes (KĀ'EO) test coordination training for *all* KĀ'EO test coordinators in fall 2018. Another training will be held for returning and new test coordinators as a refresher in February, closer to the opening of the test window.

For Smarter Balanced and HSA Science Assessments, these one-day training sessions are intended for test coordinators who are *new* to the position.

For the KĀ'EO, both new and returning test coordinators must attend this mandatory training, as this is the first face-to-face test administration training conducted for the KĀ'EO. *KĀ'EO test coordinators must attend only on **October 25, 2018**.*

It is suggested that all test coordinators for each school attend on the same date, if possible.

The training sessions will be held October 25, 2018 (for Smarter Balanced, HSA Science, and KĀ'EO test coordinators) and October 26, 2018 (for Smarter Balanced and HSA Science test coordinators). Sign-in begins at 7:30 a.m., the training session begins promptly at 8:30 a.m. and ends at 3:00 p.m. A one-hour lunch break is scheduled.

DATE	ASSESSMENT	DISTRICT	TIME	Site
October 25 (Thursday)	Smarter Balanced, HSA Science, and KĀ'EO	All Complexes	8:30 a.m. – 3:00 p.m.	McKinley Community School for Adults 634 Pensacola Street
October 26 (Friday)	Smarter Balanced and HSA Science	All Complexes	8:30 a.m. – 3:00 p.m.	McKinley Community School for Adults 634 Pensacola Street

Airfare will be provided for participants from the Big Island, Kauai, Lanai, Maui and Molokai to attend a training session on Oahu.

The online registration form for each training may be accessed at the following link: <https://conta.cc/2OA5n79> or by clicking the training button on the home page at <https://alohahsap.org>. The registration deadline is **Friday, October 12, 2018**.

Registrants will receive an automated confirmation email that verifies the online registration has been successfully completed (Note: This automated message does NOT indicate confirmation of participation). If an automated confirmation email is not received within 24 hours of submission of the online registration form, contact Emily Macgillivray at the American Institutes for Research (AIR), (808) 943-3910 or by email at emacgillivray@air.org.

Completing the online registration form does not guarantee registration for a training date. Once confirmed, each registrant will receive a confirmation email from AIR. Each registrant must receive the AIR confirmation email before attending a training.

Information will be presented about the following topics:

- What's NEW in the Smarter Balanced Assessment System, HSA Science, and KĀ'EO
- Participation guidelines
- Navigation through TIDE (Test Information and Distribution Engine) for the Smarter Balanced Assessments and HSA Science
- Test security and ethics
- Accessibility and accommodations
- Smarter Balanced Interim assessments/AIRWays
- TA training packets for schools
- Test administration procedures
 - Setting up a test session
 - Beginning the test session
 - Completing the test session
- Technology requirements
- Reporting

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

RL:kt

c: Assistant Superintendents
Assessment and Accountability Branch