

STATE OF HAWAII
DEPARTMENT OF EDUCATION


P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

October 13, 2020

Action Required
November 4, 2020

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

FROM: Rodney Luke 
Assistant Superintendent

SUBJECT: **Test Coordination Training for NEW Smarter Balanced and HSA Science (NGSS) Test Coordinators**

The Assessment Section, in the Office of Strategy, Innovation and Performance, will conduct a Smarter Balanced and HSA Science (NGSS) Assessments test coordination training in November. This two-day training is for **new** test coordinators only. Another training for all returning Smarter Balanced and Science test coordinators will be held in February 2021.

Training sessions will be held November 9 and 10 and November 12 and 13 with an additional question and answer (Q&A) session on November 17. New test coordinators are encouraged to register for part 1 and part 2 on two consecutive dates as these are two-day training session sets. The training sessions begin promptly at 9:00 a.m. and end at 12:00 p.m.

Date	Assessment	District	Time	Site
November 9 - 10, 2020 (Monday and Tuesday)	Smarter Balanced & HSA Science (NGSS) part 1 and 2	Hilo, Kona, Maui, Lanai, Kauai, Molokai	9:00 am–12:00 pm	Webex
November 12 - 13, 2020 (Thursday and Friday)	Smarter Balanced & HSA Science (NGSS) part 1 and 2	Oahu	9:00 am–12:00 pm	Webex

November 17, 2020 (Tuesday)	Q&A Session Smarter Balanced & HSA Science (NGSS)	All Complex Areas	2:30 pm - 3:30 pm	Webex
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The online registration form for each training may be accessed at the following link: <http://bit.ly/Nov20NewTCs> or by clicking the training button on the home page at <https://alohahsap.org>. The registration deadline is **Wednesday, November 4, 2020**.

Registrants will receive an automated confirmation email that verifies the online registration has been successfully completed. 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 Cambium Assessment Inc. (CAI), (808) 943-3906 or by email at emily.macgillivray@cambiumassessment.com.

Completing the online registration form does not guarantee registration for a training date. Once confirmed, each registrant will receive the CAI confirmation email which will include the link to a training.

Information will be presented on the following topics:

- Overview of the Smarter Balanced Assessment System and HSA Science (NGSS)
- Participation guidelines
- Navigation through TIDE (Test Information and Distribution Engine) for the Smarter Balanced Assessments and HSA Science (NGSS)
- Test security and ethics
- Accessibility and accommodations
- Smarter Balanced Interim assessments/AIRWays
- Test administrator 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) 307-3636 or via email at karen.tohinaka@k12.hi.us.

RL:kt

c: Assessment and Accountability Branch