



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

September 7, 2021

**ATTENTION REQUIRED**  
**Due Date: 09/24/2021**

**TO:** Deputy Superintendent  
Complex Area Superintendents  
Principals (All)  
Hawaii State Public Charter School  
Commission Interim Executive Director  
Public Charter School Directors (All)  
Science Department Chairs

**FROM:** Cara Tanimura *Cara Tanimura*  
Interim Assistant Superintendent

**SUBJECT: Accepting Applications for the Hawaii Science Item Authoring Training**

The Assessment Section, in the Office of Strategy, Innovation and Performance, and in partnership with Cambium Assessment, is offering a virtual training for science teachers to become item (i.e., test question) authors for the Hawaii Statewide Assessment Program (HSAP). Teachers who are interested in learning how test questions are developed, and how alignment to the Next Generation Science Standards (NGSS) standards is ensured, are encouraged to apply. Items being developed will be included in the Checkpoint system for use in developing standards-aligned, teacher generated tests.

This training is part of an ongoing effort to support educator assessment literacy. Participants will gain a deeper appreciation of the components of quality assessments by learning how to develop items that are aligned to the NGSS. Participants will receive instruction on content and item/task specifications, practical training in developing assessment items for classroom use, and participate in collegial discussion of assessment targets based on the NGSS performance expectations.

**QUALIFICATIONS**

Qualified educators include certificated elementary, middle, and high school teachers who are providing science instruction to students. Applicants should have a deep understanding of the NGSS for the grade level(s) taught.

This training is focused on fundamental item authoring skills; therefore, it is intended for educators with minimal or no prior item authoring experience or those interested in improving item authoring

skills by collaborating with novice item writers. Participants will work in groups by grade band (e.g., grade bands 3-5, 6-8, and high school) so a willingness to collaborate and provide constructive feedback is expected of all participants.

**WORKSHOP FORMAT**

Please note that this workshop are being delivered online for the school year 2021-2022. Workshop participants will be expected to join live sessions as well as complete independent work via Google Classroom and the item authoring system. The Hawaii State Department of Education Assessment Section and Cambium require that participants be available online between the hours of 8:00 a.m. and 4:00 p.m. on the dates listed below. Participants will be compensated with a stipend of \$184.66 per day for October 11–14, 2021.

Workshop	Content Areas	Dates/Times	Location
Hawaii Science Item Authoring	Grades 3–5	Orientation Monday, October 4, 2021 2:30 p.m. – 3:30 p.m.	Online
	Grades 6–8 High School Life Science	Training and Item Writing October 11 – 14, 2021 8:00 a.m. – 4:00 p.m.	

This training is the first in a series of workshops. Participants will be encouraged to participate in follow-up virtual workshops to be scheduled in the spring and summer.

**PARTICIPANT TECHNOLOGY REQUIREMENTS**

All participants will need a computer or mobile device with a reliable internet connection that can be utilized for 8 hours a day, without disruption. Each device will need to be plugged into a power source or battery pack to work throughout the day. Recommended devices include a laptop, Chromebook, MacBook, home computer, or an iPad with an attachable keyboard.

Participants will need to confirm, prior to the virtual meeting, that they have an appropriate device and an up-to-date web browser such as Chrome, Firefox, or Safari and a Google email address. Participants will be required to have a working microphone available for use with their device, and it is strongly encouraged that participants have built-in cameras on their devices.

It is suggested that workshop participants ensure their internet connection meets the minimum requirement of 1 Mbps or better for computers and 3G or better for mobile devices (Chromebook, iPad) prior to the workshop.

**REGISTRATION**

If you would like to be considered for the Item Authoring Training, please complete the online application no later than September 24, 2021.

A link to the online application site can be accessed through the *alohahsap.org* website or by the following link: <https://bit.ly/HIScienceOctIWW>

All registrants will receive an automated confirmation email that verifies that the online registration has been successfully completed. This automated message does NOT indicate confirmation of participation. All approved registrants will receive a second confirmatory email

Deputy Superintendent, et al.  
September 7, 2021  
Page 3

regarding acceptance for the specific workshop(s) with further details about the schedule and any last minute logistics. If an automated confirmation of registration email is not received within 24 hours of submission of the online registration form, contact Kathleen Hughes at Cambium Assessment by email at *kathleen.hughes@cambiumassessment.com*.

**Please share this memo with science teachers and colleagues who may be interested in becoming science item authors for the Hawaii Statewide Assessment Program.**

For additional information please contact Paul Dumas, Test Development Specialist, Assessment Section, at 808-307-3636 or via email at *paul.dumas@k12.hi.us*.

CT:pd

c: Assessment and Accountability Branch