



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

October 18, 2021

**Action Required
November 5, 2021**

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

FROM: Cara Tanimura *Cara Tanimura*
Interim Assistant Superintendent

SUBJECT: Test Coordinator Training for NEW Smarter Balanced and HSA Science Test Coordinators

The Assessment Section, in the Office of Strategy, Innovation and Performance, will conduct Smarter Balanced and HSA Science Test Coordinator Trainings in November. This recommended training is for *new* test coordinators only. Another training will be held for all returning Smarter Balanced and Science test coordinators in January 2022.

Training sessions will be held November 9, 15, 16, and 18. New test coordinators may register for the training session in their district. The training sessions will be conducted via webinar (Webex) and will begin promptly at 9:00 a.m. and end at 2:30 p.m. Participants are expected to join the webinar from their usual work site unless otherwise directed by their principal/supervisor.

Date	Assessment	District	Time	Site
November 9, 2021 (Tuesday)	Smarter Balanced & HSA Science	Hilo/Kona	9:00 am–2:30 pm	Webex
November 15, 2021 (Monday)	Smarter Balanced & HSA Science	Maui/Lanai/Kauai/ Molokai /Hana	9:00 am–2:30 pm	Webex
November 16, 2021 (Tuesday)	Smarter Balanced & HSA Science	Honolulu/Windward	9:00 am–2:30 pm	Webex
November 18, 2021 (Thursday)	Smarter Balanced & HSA Science	Leeward/Central	9:00 am–2:30 pm	Webex

The training sessions will include the following topics:

- Overview of the Smarter Balanced Assessment System and HSA Science;
- Participation guidelines;
- Navigation through the Test Information and Distribution Engine for the Smarter Balanced Assessments and HSA Science;
- Test security and ethics;
- Accessibility and accommodations;
- Smarter Balanced Interim assessments;
- Test administrator training packets for schools;
- Test administration procedures
 - Setting up a test session
 - Beginning the test session
 - Completing the test session;
- Technology requirements; and
- Reporting in Centralized Reporting System.

The online registration form for each training may be accessed at the following link: <https://bit.ly/Nov21NewTCs> or by clicking the link in the training announcement on the home page at <https://alohahsap.org>. The registration deadline is **Friday, November 5, 2021**.

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 Cambium Assessment, Inc. (CAI) via 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.

The Assessment Section will cover the cost of substitutes when necessary. Participating test coordinators may use the following codes to secure a substitute: reason code 54, sub code 1805557 for public charter schools and 15654571 for all other schools.

Should 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.

CT:kt

c: Assessment and Accountability Branch