



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

OFFICE OF THE SUPERINTENDENT

April 8, 2013

TO: Complex Area Superintendents
Charter School Administrative Office Executive Director
Principals (All)
Charter School Directors

FROM: 
Kathryn S. Matayoshi
Superintendent

SUBJECT: **Accepting Applications for Summer 2013 Hawaii State Assessment Program Committees**

The Systems Accountability Office, Student Assessment Section is accepting applications from individuals to serve on various Hawaii State Assessment Program (HSAP) committees for the Hawaii State Assessments (HSA), Hawaii State Alternate Assessments (HSA-Alt), and End-of-Course (EOC) Exams during May, June, and July 2013.

A short description of each committee is provided below:

HAWAII STATE ASSESSMENTS FOR READING, MATHEMATICS, AND SCIENCE

1. **Rubric Validation of Field Test Items:** Participants will review student responses from machine scored constructed response (MSCR) field tested items that were embedded in the 2012-13 Hawaii State Reading, Mathematics, and Science Assessments. Applications are being accepted from general education, special education, and English Language Learner teachers for the following rubric validation committees:

Content Area	Grades	Dates/Times*	Stipend**
Reading	3 and 4	May 30, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
	5 and 6	May 29, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
	7, 8 and 10	May 28, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
Mathematics	3 and 4	May 28, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
	5 and 6	May 29 – 31, 2013 8:00 a.m. – 3:00 p.m.	\$375 (\$125 per day)

Content Area	Grades	Dates/Times*	Stipend**
Mathematics	7	June 3 – 5, 2013 8:00 a.m. – 3:00 p.m.	\$375 (\$125 per day)
	8 and 10	June 6, 7, and 10, 2013 8:00 a.m. – 3:00 p.m.	\$375 (\$125 per day)
Science	4	May 28 – 29, 2013 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)
	8	May 30 – 31, 2013 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)

*A teacher must be able to serve on all of the days that have been scheduled for a committee.

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

2. **Item Review:** Participants will review newly written items for possible inclusion as embedded field test items on future administrations of the grades 4 and 8 Hawaii State Science Assessments. Each item will be reviewed for its freedom from bias, match to the Hawaii standards and benchmarks, its appropriateness for the grade level, the accuracy of its content, and language clarity or ease of understanding the intent of the question. Applications are being accepted from general education, special education, and English Language Learner teachers for the following item review committees:

Content Area	Grade	Dates/Times*	Stipend**
Science	4	July 2 – 3, 2013 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)
	8	July 5 and 8, 2013 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)

*A teacher must be able to serve on all of the days that have been scheduled for a committee.

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

3. **Fairness Data Review of Field Test Items:** Participants will review items with field test data indicating potential bias to determine if the items are biased or if the content of the items is fair and unbiased. Applications are being accepted from general education, special education, and English Language Learner teachers, curriculum specialists, and higher education faculty for the following fairness data review committees:

Content Area	Grades	Dates/Times*	Stipend**
Reading	3 - 8, and 10	July 17 - 18, 2013 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)
Mathematics	3 - 6	July 9, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
	7, 8 and 10	July 10 - 11, 2013 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)
Science	4 and 8	July 18, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day

*A teacher must be able to serve on all of the days that have been scheduled for a committee.

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

- 4. Content Data Review of Field Test Items:** Participants will review items with field test data indicating potential content issues to determine if the items are appropriate for inclusion in the HSA item bank. Applications are being accepted from general education teachers for the following content data review committees:

Content Area	Grades	Dates/Times	Stipend*
Reading	3 – 8 and 10	July 19, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
Mathematics	3 – 6	July 18, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
	7, 8 and 10	July 19, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
Science	4 and 8	July 19, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day

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

HAWAII STATE ALTERNATE ASSESSMENTS FOR READING, MATHEMATICS, AND SCIENCE

- 1. Standard Setting:** Participants will recommend to the Hawaii State Department of Education (Department), three performance standards (cut scores) for the Reading, Mathematics, and Science assessments. Standard setting is the means for identifying cut scores that indicate whether a student has achieved an established level of proficiency. It involves expert judgment that is validated by student performance. The Department intends to identify four levels of student achievement: Well-Below Proficiency, Approaches Proficiency, Meets Proficiency, and Exceeds Proficiency. Applications are being accepted from general education, special education, and English Language Learner teachers, administrators, curriculum specialists, parents, community members, and higher education faculty for the following standard setting committees.

Content Area	Grade Band	Dates/Times*	Stipend**
Reading (Elementary)	3 - 5	June 12 – June 14, 2013 8:00 a.m. – 3:00 p.m.	\$375 (\$125 per day)
Reading (Middle School)	6 - 8	June 12 – June 14, 2013 8:00 a.m. – 3:00 p.m.	\$375 (\$125 per day)
Reading (High School)	10	June 12 – June 14, 2013 8:00 a.m. – 3:00 p.m.	\$375 (\$125 per day)
Mathematics (Elementary)	3 – 5	June 12 – June 14, 2013 8:00 a.m. – 3:00 p.m.	\$375 (\$125 per day)
Mathematics (Middle School)	6 – 8	June 12 – June 14, 2013 8:00 a.m. – 3:00 p.m.	\$375 (\$125 per day)
Mathematics (High School)	10	June 12 – June 14, 2013 8:00 a.m. – 3:00 p.m.	\$375 (\$125 per day)
Science (Elementary)	4	June 12 – June 14, 2013 8:00 a.m. – 3:00 p.m.	\$375 (\$125 per day)
Science (Middle School)	8	June 12 – June 14, 2013 8:00 a.m. – 3:00 p.m.	\$375 (\$125 per day)
Science (High School)	10	June 12 – June 14, 2013 8:00 a.m. – 3:00 p.m.	\$375 (\$125 per day)

*A teacher must be able to serve on all of the days that have been scheduled for a committee.

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

- Item Review:** Committee members will review tasks and related items for alignment to the state academic content standards, target difficulty level, appropriate use of language, clear instructions, and any possible bias issues. Applications are being accepted from general education, special education, and English Language Learner teachers who have an understanding of the Department's Content and Performance Standards III in Reading, Mathematics, and Science and the Common Core State Standards.

Content Area	Grades	Dates/Times	Stipend*
Reading	3 - 8, and 10	July 1, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
Mathematics	3 - 8, and 10	July 1, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
Science	3 - 8, and 10	July 1, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day

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

END-OF-COURSE EXAMS FOR ALGEBRA I, ALGEBRA II, BIOLOGY I, EXPOSITORY WRITING I, AND U.S. HISTORY

- Range Finding:** Participants will review students' written responses to argumentative and informational/explanatory essay topics included in the Spring 2013 Expository Writing I End-of-Course Exam in order to select essays that represent each score point on the writing scoring rubric. The selected essays will be used to train the scorers of the essays for the Expository Writing I End-of-Course Exam.

Content Area	Dates/Times*	Stipend**
Expository Writing I	June 11-14, 2013 8:00 a.m. – 4:00 p.m.	\$600 (\$150 per day)

*A teacher must be able to serve on all of the days that have been scheduled for a committee.

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

- Rubric Validation of Field Test Items:** Participants will review student responses from machine scored constructed response (MSCR) field tested items that were embedded in the 2012-13 Hawai'i State Reading, Mathematics, and Science Assessments. Applications are being accepted from general education, special education, and English Language Learner teachers for the following rubric validation committees:

Content Area	Dates/Times*	Stipend**
Algebra I	June 24 - 25, 2013 8:00 a.m. – 4:00 p.m.	\$300 (\$150 per day)
Algebra II	June 26 - 28, 2013 8:00 a.m. – 4:00 p.m.	\$450 (\$150 per day)
Biology I	June 24 – 27, 2013 8:00 a.m. – 4:00 p.m.	\$600 (\$150 per day)

Content Area	Dates/Times*	Stipend**
Expository Writing I	June 24 - 28, 2013 8:00 a.m. – 4:00 p.m.	\$750 (\$150 per day)
U.S. History	June 24 – 28, 2013 8:00 a.m. – 4:00 p.m.	\$750 (\$150 per day)

*A teacher must be able to serve on all of the days that have been scheduled for a committee.

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

3. **Item Review:** Committee members will review tasks and related items for alignment to the state academic content standards, target difficulty level, appropriate use of language, clear instructions, and any possible bias issues. Applications are being accepted from general education, special education, and English Language Learner teachers who have an understanding of the Department's Content and Performance Standards III in Reading, Mathematics, and Science and the Common Core State Standards.

Content Area	Dates/Times*	Stipend**
Biology I	July 9 - 10, 2013 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)

*A teacher must be able to serve on all of the days that have been scheduled for a committee.

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

4. **Content Data Review:** Participants will review items with field test data indicating potential content issues to determine if the items are appropriate for inclusion in the testing item bank. Applications are being accepted from general education teachers for the following content data review committees:

Content Area	Dates/Times	Stipend**
Algebra I	July 15, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
Algebra II	July 15, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
Biology I	July 15, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
Expository Writing I	July 15, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
U.S. History	July 15, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day

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

5. **Fairness Data Review:** Participants will review items with field test data indicating potential bias to determine if the items are biased or if the content of the items is fair and unbiased. Applications are being accepted from general education, special education, and English Language Learner teachers, curriculum specialists, and higher education faculty for the following fairness data review committees:

Content Area	Dates/Times*	Stipend**
Algebra I	July 16 - 17, 2013 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)
Algebra II	July 16 – 17, 2013 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)
Biology I	July 16, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
Expository Writing I	July 16, 2013 8:00 a.m. – 3:00 p.m.	\$125 per day
U.S. History	July 16 - 17, 2013 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)

*A teacher must be able to serve on all of the days that have been scheduled for a committee.

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

6. **Standard Setting:** Participants will recommend to the Department’s three performance standards (cut scores) for the online assessments or exams. Standard setting is the means for identifying cut scores that indicate whether a student has achieved an established level of proficiency. It involves expert judgment that is informed by student performance data. The Department intends to identify four levels of student achievement: Well-Below Proficiency, Approaches Proficiency, Meets Proficiency and Exceeds Proficiency.

Content Area	Dates/Times*	Stipend**
Algebra I	July 23 - 24, 2013 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)
Algebra II	July 23 - 24, 2013 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)
Expository Writing I	July 23 - 24, 2013 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)
U.S. History	July 23 - 24, 2013 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)

*A teacher must be able to serve on all of the days that have been scheduled for a committee.

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

All HSAP Summer Committees:

To be considered for participation in one or more of the committees, please complete the online application form at <http://www.alohahsap.org> > HSA/HSA-Alt/EOC Exams > Summer Review Committee Registration for Teachers. Or, you may follow the links to the registration sites below:

HSA:

<http://events.r20.constantcontact.com/register/event?oeidk=a07e76142cd6cac1897&llr=zuii4ejab>

HSA-Alt:

<http://events.r20.constantcontact.com/register/event?oeidk=a07e78222z1c5de9a3d&llr=zuii4ejab>

EOC Exams:

<http://events.r20.constantcontact.com/register/event?oeidk=a07e76s42rib011967b&llr=zuii4ejab>

Complex Area Superintendents, et al.

April 8, 2013

Page 7

The deadline for submitting your online application is **April 30, 2013**. You will receive a system-generated email confirming AIR's receipt of your online application form. After submitting your online application form, you will enter a pool of possible participants for the committee(s) that you applied. The Department will select participants from the pool to ensure diverse, balanced committees. If you are selected for a committee, you will be contacted by email. **Please do not attend without receiving a committee *confirmation* email.**

For neighbor island committee members, AIR will make all travel arrangements, including air and ground transportation and hotel accommodations only for committees that meet on consecutive days, and will reimburse participants for parking fees at their home airports. Neighbor island participants who are assigned to a committee that meets on a Friday and the following Monday and Tuesday, will fly to Oahu on Friday morning, fly home Friday evening and fly back to Oahu on Monday morning. These participants will stay at a hotel on Monday night and fly home Tuesday evening. An additional per diem will not be paid. AIR will not honor travel coupons or reimburse participants who make their own travel arrangements.

If you have any questions, please contact Kevin Kuet of AIR, at (808) 943-3912 or via email at kkuet@air.org, OR, Cara Tanimura, Director, Systems Accountability Office, at (808) 586-3283 or via Lotus Notes, OR, Brian Reiter, Acting Administrator, Systems Accountability Office, Student Assessment Section, at (808) 733-4100 or via Lotus Notes.

KSM:CT:BR:lm

c: Ronn Nozoe, Deputy Superintendent
Assistant Superintendents
Systems Accountability Office