



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

March 23, 2015

TO: Deputy Superintendent  
Complex Area Superintendents  
State Public Charter School Commission Executive Director  
Principals (All)  
Public Charter School Directors

FROM:   
Stephen Schatz  
Assistant Superintendent

SUBJECT: **Accepting Applications for Summer 2015 Hawaii State Assessment Program Committees**

The Department of Education's Assessment Section is accepting applications from individuals to serve on various Hawaii State Assessment Program (HSAP) committees for the Hawaii State Science Assessments (HSA Science) and End-of-Course (EOC) Exams during June and July 2015.

A short description of each committee is provided below:

**HAWAII STATE SCIENCE ASSESSMENTS**

- 1. **Item Review:** Committee members will review newly written items for inclusion as embedded field test items on the HSA. Each item will be reviewed by a committee composed of Hawaii teachers 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	Grades	Date/Times	Stipend*
Science	4	June 8, 2015 8:00 a.m. – 3:00 p.m.	\$164 per day
	8	June 9, 2015 8:00 a.m. – 3:00 p.m.	\$164 per day

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

- 2. Rubric Validation of Field Test Items:** Committee members will review student responses from machine scored constructed response (MSCR) questions that were embedded in the 2014-15 Hawaii State 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	Date/Times	Stipend*
Science	4 and 8	June 17, 2015 8:00 a.m. – 3:00 p.m.	\$164 per day

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

- 3. Content and Fairness Data Review of Field Tested Items:** Committee members will review items with field test data indicating a) potential content issues to determine if the items are appropriate for inclusion in the HSA item bank and b) 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 content and fairness data review committee:

Content Area	Grades*	Date/Times	Stipend**
Science	4 and 8	July 21, 2015 8:00 a.m. – 3:00 p.m.	\$164 per day

*\*This committee will also review items for the End-of-Course Biology I Exam.*

*\*\*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 BIOLOGY I AND U.S. HISTORY

- 1. Item Review:** Committee members will review newly written items for inclusion as embedded field test items on the Hawaii End-of-Course Assessments. Each item will be reviewed by a committee composed of Hawaii teachers 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	Date/Times*	Stipend**
U.S. History	June 8 and 9, 2015 8:00 a.m. – 4:00 p.m.	\$328 (\$164 per day)
Biology I	June 10 and June 12, 2015 8:00 a.m. – 4:00 p.m.	\$328 (\$164 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. **Rubric Validation of Field Test Items:** Committee members will review student responses from machine scored constructed response (MSCR) questions embedded in the 2014-15 End-of-Course Exams. Applications are being accepted from general education, special education, and English Language Learner teachers for the following rubric validation committees:

Content Area	Date/Times	Stipend*
Biology I	June 18, 2015 8:00 a.m. – 4:00 p.m.	\$164 per day

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

3. **Content and Fairness Data Review of Field Tested Items:** Committee members will review items with field test data indicating a) potential content issues to determine if the items are appropriate for inclusion in the HSA item bank and b) 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 content and fairness data review committee:

Content Area*	Date/Times	Stipend**
Biology I	July 21, 2015 8:00 a.m. – 3:00 p.m.	\$164 per day

*\*This committee will also review items for the HSA Science Assessment in Grades 4 and 8.*

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

To be considered for participation in one or more of the committees, please complete the online application form at the applicable AlohaHSAP portal website: <http://alohahsap.org> >> HSA Science and/or EOC Exams >> Summer Review Committee Registration; or, you may follow the direct links to each of the registration sites below:

**HSA Science:**

<https://events.r20.constantcontact.com/register/eventReg?oeidk=a07eanva8rq6ed3777d>

**EOC Exams:**

<https://events.r20.constantcontact.com/register/eventReg?oeidk=a07eanveq205c0ce948>

The deadline for submitting your online application is **Friday, May 1, 2015**. 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) you have indicated on the application form. The Department of Education will select participants from the pool to ensure diverse, balanced committees. If you are selected for a committee, you will receive a separate, additional confirmation notice via email. **Please do not attend a committee meeting without receiving a committee *confirmation* email.**

Deputy Superintendent, et al.

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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. AIR will not honor travel coupons or reimburse participants who make their own travel arrangements.

If you have any questions, please contact Emily MacGillivray of AIR, at (808) 943-3906 or via email at [emacgillivray@air.org](mailto:emacgillivray@air.org), or Brian Reiter, Administrator of the Department of Education's Assessment Section, at (808) 733-4100.

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c: Assistant Superintendents  
State Public Charter School Commission Office  
Assessment Section