



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

OFFICE OF THE SUPERINTENDENT

April 11, 2014

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

FROM: 
Kathryn S. Matayoshi
Superintendent

SUBJECT: **Accepting Applications for Summer 2014 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 Science Assessments (HSA Science), Hawaii State Alternate Assessments (HSA-Alt), and End-of-Course (EOC) Exams during May, June, and July 2014.

A short description of each committee is provided below:

HAWAII STATE SCIENCE ASSESSMENTS

- 1. Rubric Validation of Field Test Items:** Committee members will review student responses from machine scored constructed response (MSCR) field tested items that were embedded in the 2013-14 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	May 27 – 28, 2014 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)
	8	May 29 – 30, 2014 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:** Committee members 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	Grades	Date/Times*	Stipend**
Science	4	June 23 – 24, 2014 8:00 a.m. – 3:00 p.m.	\$250 (\$125 per day)
	8	June 25 – 26, 2014 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. 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 3, 2014 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. 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-Alt item bank and b) potential bias to determine if the items are biased or if the content of the items is fair and unbiased. Science committee members will also review newly written tasks and related items for alignment, accuracy of its content, 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, curriculum specialists, and higher education faculty for the following combined committees:

Content Area	Grade Band	Date/Times	Stipend*
Reading	All	June 30, 2014 8:00 a.m. – 3:00 p.m.	\$125 per day
Mathematics	All	June 30, 2014 8:00 a.m. – 3:00 p.m.	\$125 per day
Science	All	June 30 – July 1, 2014 8:00 a.m. – 3:00 p.m.	\$250 (\$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, AND U.S. HISTORY

- 1. Rubric Validation of Field Test Items:** Committee members will review student responses from machine scored constructed response (MSCR) field tested items that were embedded in the 2013-14 Hawaii End-of-Course Exams in Algebra I, Algebra II, and U.S. History. 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**
Algebra I	June 9, 2014 8:00 a.m. – 4:00 p.m.	\$150 per day
Algebra II	June 10 and 12, 2014 8:00 a.m. – 4:00 p.m.	\$300 (\$150 per day)
U.S. History	June 9 – 10, 2014 8:00 a.m. – 4:00 p.m.	\$300 (\$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.*

- 2. Biology I Item Review and Rubric Validation:** 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. Committee members will also review student responses from machine scored constructed response (MSCR) field tested items that were embedded in the 2013-14 Hawaii End-of-Course Exams in Biology I. Applications are being accepted from general education, special education, and English Language Learner teachers for the following combined committee:

Content Area	Date/Times*	Stipend**
Biology I	June 25 – 26, 2014 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. Content and Fairness Data Review of Field Test 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 EOC 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 committees:

Content Area	Date/Times	Stipend*
Algebra I	July 7, 2014 8:00 a.m. – 3:00 p.m.	\$125 per day
Algebra II	July 8, 2014 8:00 a.m. – 3:00 p.m.	\$125 per day
Biology I	July 7, 2014 8:00 a.m. – 3:00 p.m.	\$125 per day
U.S. History	July 7, 2014 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.*

All HSAP Summer Committees:

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 / HSA-Alt / EOC Exams >> Summer Review Committee Registration; or, you may follow the links to the individual registration sites below:

HSA Science:

<http://events.r20.constantcontact.com/register/event?oeidk=a07e90th3kd05777a1f&llr=zuii4ejab&showPage=true>

HSA-Alt:

<http://events.r20.constantcontact.com/register/event?oeidk=a07e90ybz0fa606f4c0&llr=zuii4ejab&showPage=true>

EOC Exams:

<http://events.r20.constantcontact.com/register/event?oeidk=a07e90xv6tg13f32299&llr=zuii4ejab&showPage=true>

The deadline for submitting your online application is **May 9, 2014**. 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 for. 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.**

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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. 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 Emily MacGillivray of AIR, at (808) 943-3906 or via email at emacgillivray@air.org, Brian Reiter, Administrator, Systems Accountability Office, Student Assessment Section, at (808) 733-4100 or Christina Tydeman, Acting Director, Systems Accountability Office, at (808) 586-3283.

KSM:CKT:BR:kb

c: Assistant Superintendents
State Public Charter School Commission Office
Systems Accountability Office