



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

September 20, 2019

Action Required
October 16, 2019

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

FROM: Rodney Luke 
Assistant Superintendent

SUBJECT: **Test Coordination Training for NEW Smarter Balanced and HSA Science (NGSS) Test Coordinators**

The Assessment Section, in the Office of Strategy, Innovation and Performance, will conduct a Smarter Balanced and HSA Science (NGSS) Assessments test coordination training in October. This one-day training is for **new** test coordinators only. Another training for all Smarter Balanced and Science test coordinators will be held in January/February 2020.

Training sessions will be held October 21st and October 25th and new test coordinators may register for one of the training sessions. Sign-in begins at 7:30 a.m., the training session begins promptly at 8:30 a.m. and ends at 3:00 p.m. A 45-minute lunch break is scheduled.

DATE	ASSESSMENT	DISTRICT	TIME	SITE
October 21 (Monday)	Smarter Balanced & HSA Science (NGSS)	All Complexes	8:30 am – 3:00 pm	475 22 nd Ave Room 226
October 25 (Friday)	Smarter Balanced & HSA Science (NGSS)	All Complexes	8:30 am – 3:00 pm	475 22 nd Ave Room 226

Airfare will be provided for participants from the Big Island, Kauai, Lanai, Maui and Molokai to attend a training session on Oahu.

The online registration form for each training may be accessed at the following link: <http://bit.ly/Oct19NewTCs> or by clicking the training button on the home page at <https://alohahsap.org>. The registration deadline is *Wednesday, October 16, 2019*.

Registrants will receive an automated confirmation email that verifies the online registration has been successfully completed. 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 the American Institutes for Research (AIR), (808) 943-3906 or by email at emacgillivray@air.org.

Completing the online registration form does not guarantee registration for a training date. Once confirmed, each registrant will receive a confirmation email from AIR. Each registrant must receive the AIR confirmation email before attending a training.

Information will be presented about the following topics:

- Overview of the Smarter Balanced Assessment System and HSA Science (NGSS)
- Participation guidelines
- Navigation through TIDE (Test Information and Distribution Engine) for the Smarter Balanced Assessments and HSA Science (NGSS)
- Test security and ethics
- Accessibility and accommodations
- Smarter Balanced Interim assessments/AIRWays
- TA training packets for schools
- Test administration procedures
 - Setting up a test session
 - Beginning the test session
 - Completing the test session
- Technology requirements
- Reporting

If 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.

RL:kt

c: Assessment and Accountability Branch