



STATE OF HAWAI'I
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAI'I 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

OFFICE OF STUDENT SUPPORT SERVICES

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
WIDA ACCESS Test Coordinators

FROM: Rodney Luke, Assistant Superintendent *RWL*
Office of Strategy, Innovation and Performance

Heidi Armstrong, Assistant Superintendent *Heidi Armstrong*
Office of Student Support Services

SUBJECT: **Test Coordination Training for New WIDA ACCESS Test Coordinators**

The Assessment Section, in the Office of Strategy, Innovation and Performance, will conduct WIDA ACCESS Assessments test coordination training in November. This one-day training is for **new** WIDA test coordinators only. Another training will be held for all WIDA test coordinators in December.

Training sessions will be held November 1st and November 4th 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
November 1 (Friday)	WIDA ACCESS	All Complexes	8:30 – 3:00	475 22 nd Ave, Room 226
November 4 (Monday)	WIDA ACCESS	All Complexes	8:30 – 3:00	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/Nov19NewWIDATCs> 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. 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 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 WIDA ACCESS Portal and WIDA AMS
- Participation guidelines
- Navigation through the WIDA Portal and AMS
- Test security and ethics
- Accessibility and accommodations
- 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