



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


OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

OFFICE OF STUDENT SUPPORT SERVICES

October 18, 2019

**ACTION REQUIRED**  
**Due: November 22, 2019**

TO: Deputy Superintendent  
Complex Area Superintendents  
Public Charter School Executive Director  
Principals (All)  
Public Charter School Directors (All)  
English Language Learners (ELL) Test Coordinators (All)

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

Heidi Armstrong, Assistant Superintendent   
Office of Student Support Services

SUBJECT: **ACCESS for English Language Learners (ELL) 2.0 Online Assessment Training**

This memo is from both Assistant Superintendent Luke and Assistant Superintendent Armstrong.

The Assessment Section, in the Office of Strategy, Innovation and Performance, in collaboration with the ELL Program, in the Office of Student Support Services, will provide ACCESS for ELLs 2.0 Online training for test coordinators and ELL coordinators in December 2019.

This one-day training is intended for ACCESS Online Program ELL test coordinators and school test coordinators on a space available basis.

**WHO should attend the December 2019 training sessions?**

- Test coordinators and ELL coordinators who need additional support in test coordination and administration of the ACCESS Online assessment.

Separate technology coordinator webinars will be provided which will cover technology requirements and procedures to set up the online delivery system. Technology coordinators **need not attend** the *ACCESS Online Training* unless also planning to coordinate and administer the ACCESS online assessments.

**HOW do I register for a training session?**

- Go to <http://alohahsap.org> > Smarter Balanced > WIDA ACCESS for ELL 2.0 Training blue button on the right side of the page, or copy the following link to your browser:  
<http://bit.ly/WIDADec2019>
- Within 24 hours, 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

- A separate **attende**e confirmation email will be issued shortly thereafter following a vetting process by the DOE Assessment Section. Only those who receive a confirmation email message may attend.
- **REGISTRATION DEADLINE: Friday, November 22, 2019.**

**WHAT should I bring to the training session?**

- Each participant is expected to bring a laptop to the training session.

**WHAT topics will be covered at the training sessions?**

- Test coordination; test administration procedures including hands-on practice setting up a test session, starting a test session and completing a test session; administering practice tests using the secure browser; accessibility and accommodations; technology requirements; test security and ethics; accessing results using the WIDA-AMS system.

**WHEN and WHERE will the training sessions be held?**

- Participants are to attend the scheduled training in their school's district.
- There will be a one-hour lunch break.
- Sign-in begins at 8:00 a.m.
- Training sessions begin promptly at 8:30 a.m. and end at 3:00 p.m.

DATE	DISTRICT	TIME	SITE
December 2, 2019 (Monday)	Kauai	8:30 am - 3:00 pm	Wilcox ITC
December 3, 2019 (Tuesday)	Maui *	8:30 am - 3:00 pm	Puunene Library
December 5, 2019 (Thursday)	Honolulu**	8:30 am - 3:00 pm	475 22 <sup>nd</sup> Ave, Room 226
December 6, 2019 (Friday)	Central**	8:30 am - 3:00 pm	475 22 <sup>nd</sup> Ave, Room 226
December 9, 2019 (Monday)	East Hawaii-Hilo	8:30 am - 3:00 pm	Hale' olelo
December 10, 2019 (Tuesday)	West Hawaii-Kona	8:30 am - 3:00 pm	Queen's Market Place
December 12, 2019 (Thursday)	Leeward	8:30 am - 3:00 pm	Kroc Center
December 13, 2019 (Friday)	Windward	8:30 am - 3:00 pm	Kailua Intermediate

\* Molokai and Hana participants are to register for the training session on Maui.

\*\* Lanai participants may register for Honolulu or Central training sessions in Honolulu, Oahu.

**Molokai, Lanai and Hana ONLY:** Airfare will be provided for test coordinators and ELL coordinators from Molokai and Lanai to attend a training session. Please contact Emily MacGillivray at (808) 943-3906 or via email at emacgillivray@air.org to arrange for flights and shuttle service.

If you have questions regarding the *ACCESS Online Assessment Training*, contact Karen Tohinaka, Test Development Specialist, Assessment Section, at (808) 307-3636 or via gmail at karen.tohinaka@k12.hi.us.

RL:kt

c: State Public Charter School Commission  
 Office of Curriculum, Instruction and Student Services  
 Office of Information Technology Services  
 Assessment and Accountability Branch