



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

September 21, 2021

Action Required
Due Date: 10/1/2021

TO: Deputy Superintendent
Complex Area Superintendents
Principals (All)
Public Charter School Directors (All)
Smarter Balanced Test Coordinators
WIDA ACCESS Test Coordinators

FROM: Cara Tanimura, Interim Assistant Superintendent
Office of Strategy, Innovation and Performance

SUBJECT: Test Coordinator Training for New WIDA ACCESS for English Language Learners Test Coordinators

The Assessment Section, in the Office of Strategy, Innovation and Performance, will conduct a WIDA ACCESS for English Language Learners (ELLs) assessments test coordinator training in October. This recommended training is for *new* WIDA ACCESS test coordinators *only*. (Another training will be held for all returning WIDA ACCESS test coordinators in December.)

Training sessions will be held October 5, 19, 21, and 26. *New* test coordinators may register for the training session in their district. The training sessions will be conducted via webinar (Webex) and will begin promptly at 9:00 a.m. and end at 2:30 p.m. Participants are expected to join the webinar from their usual work site unless otherwise directed by their principal/supervisor.

DATE	ASSESSMENT	DISTRICT	TIME	SITE
October 5 (Tuesday)	ACCESS for ELLs	Hilo/Kona	9:00 a.m. – 2:30 p.m.	Virtual (Webex)
October 19 (Tuesday)	ACCESS for ELLs	Maui/Kauai/Molokai/ Lanai/Hana	9:00 a.m. – 2:30 p.m.	Virtual (Webex)
October 21 (Thursday)	ACCESS for ELLs	Honolulu/Windward	9:00 a.m. – 2:30 p.m.	Virtual (Webex)
October 26 (Tuesday)	ACCESS for ELLs	Leeward/Central	9:00 a.m. – 2:30 p.m.	Virtual (Webex)

The training sessions will include the following topics:

- Overview of the ACCESS for ELLs portal;
- Participation guidelines;

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- Navigation through the WIDA and DRC portals;
- Test security and ethics;
- Accessibility and accommodations;
- Test administrator training packets for schools; and
- Technology requirements.

The online registration form for each training may be accessed at the following link: <https://bit.ly/Oct21NewWIDATCs> or by clicking the training button on the home page at <https://alohahsap.org>. The registration deadline is **Friday, October 1, 2021**.

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 Cambium Assessment, Inc. (CAI) via email at emily.macgillivray@cambiumassessment.com.

Completing the online registration form does not guarantee registration for a training date. Once confirmed, each registrant will receive a confirmation email from CAI with the link to the Webex training.

The Assessment Section will cover the cost of substitutes when necessary. Participating test coordinators may use the following codes to secure a substitute: reason code 54, sub code 18055571 for public charter schools and 15654571 for all other schools.

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.

CT:kt

c: Assessment and Accountability Branch