



**STATE OF HAWAII
DEPARTMENT OF EDUCATION**

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

December 13, 2021

**ACTION REQUIRED
Date Due: January 14, 2022**

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

Interim Assistant Superintendent

SUBJECT: Smarter Balanced Assessment Test Coordinator Training

The Assessment Section, in the Office of Strategy, Innovation and Performance, will conduct Smarter Balanced Assessment Test Coordinator Trainings in January 2022. This one-day training is required for new Smarter Balanced test coordinators and highly recommended for returning Smarter Balanced test coordinators who have attended a previous training. Complex area staff and principals are welcomed to attend on a space-available basis.

The training sessions will be held as indicated in the table below. The training sessions begin promptly at 9:00 a.m. and end at 2:30 p.m. with a half hour lunch break. Participants are to attend the virtual training sessions held for their school's district.

DATE	DISTRICT	TIME	SITE
January 24, 2022 (Monday)	East Hawaii-Hilo/ West Hawaii-Kona	9:00 am–2:30 pm	Virtual (Webex)
January 25, 2022 (Tuesday)	Maui/Hana/Molokai/ Kauai/Lanai	9:00 am–2:30 pm	Virtual (Webex)
January 27, 2022 (Thursday)	Leeward	9:00 am–2:30 pm	Virtual (Webex)
January 31, 2022 (Monday)	Central	9:00 am–2:30 pm	Virtual (Webex)
February 1, 2022 (Tuesday)	Honolulu/Windward	9:00 am–2:30 pm	Virtual (Webex)

Information presented will be a deep dive into test coordination and administration for the 2021-2022 Smarter Balanced Assessments. Training will include the following topics:

- What's NEW in the Smarter Balanced Assessment System;
- Shortened summative Computer Adaptive Test blueprints;
- Participation guidelines;
- Navigating the Test Information and Distribution Engine (TIDE);
- Test security and ethics;
- Accessibility and accommodations;
- Test administration procedures
 - Setting up a test session
 - Starting a test session
 - Completing a test session; and
- Centralized Reporting System.

The online registration form for each training may be accessed directly at <https://bit.ly/Jan2022SmarterTCs> or by following the link found in the announcement on the homepage at the Hawaii Statewide Assessment Program Smarter Balanced Portal: <http://alohahsap.org> > Smarter Balanced. **The registration deadline is January 14, 2022.**

Registrants will receive an automated '*confirmation of registration*' email that verifies the online registration has been successfully completed. NOTE: This automated message does NOT indicate confirmation of participation. If an automated '*confirmation of registration*' email is not received within 24 hours of submission of the online registration form, contact Emily MacGillivray at Cambium Assessment, Inc. (CAI) by email at emily.macgillivray@cambiumassessment.com.

Completing the online registration form does not guarantee participation for training dates. Once confirmed, each registrant will receive a '*confirmation of participation*' email from CAI. Each registrant must receive the CAI '*confirmation of participation*' email before attending the virtual training sessions.

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 email at karen.tohinaka@k12.hi.us.

CT:kt

c: Assessment and Accountability Branch