



**STATE OF HAWAII
DEPARTMENT OF EDUCATION**

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

November 19, 2021

**ACTION REQUIRED
Due: December 3, 2021**

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

FROM: Cara Tanimura *Cara Tanimura*
Interim Assistant Superintendent

SUBJECT: **ACCESS for English Language Learners Online Assessment Training**

The Assessment Section, in the Office of Strategy, Innovation and Performance, will provide a virtual *ACCESS for ELLs Online Assessment Training* for English Learner (EL) test coordinators in December 2021. This one-day training is required for new ACCESS online program EL test coordinators and highly recommended for returning EL test coordinators who have attended a previous training.

WHO should attend the December 2021 training sessions?

- New and returning EL test coordinators.

(Separate technology coordinator webinars will be provided which will cover technology requirements and procedures to set up the online delivery system. Technology coordinators should plan to attend the technology coordination webinars and *do not need to attend* this *ACCESS for ELLs Training* which is intended for EL test coordinators.)

WHAT topics will be covered at this training?

- Test coordination for the ACCESS for ELLs assessment;
- Test administration procedures within WIDA Assessment Management System;
- Practice in setting up an online test session, starting a test session, and completing a test session;
- Practice test administration using the secure browser;
- Technology requirements;
- Test security and ethics; and
- Information on materials and deadlines.

WHEN will the training sessions be held?

- Participants are to attend the scheduled training for their school's district.
- Training sessions begin promptly at 9:00 am and end at 2:30 pm with a half hour lunch break. Participants are expected to join the webinar from their usual work site unless otherwise directed by their principal/supervisor.

DATE	DISTRICT	TIME	SITE
December 6, 2021 (Monday)	Hilo/Kona	9:00 am - 2:30 pm	Virtual (Webex)
December 7, 2021 (Tuesday)	Maui/Kauai/Molokai/ Lanai/Hana	9:00 am - 2:30 pm	Virtual (Webex)
December 9, 2021 (Thursday)	Honolulu	9:00 am - 2:30 pm	Virtual (Webex)
December 10, 2021 (Friday)	Windward	9:00 am - 2:30 pm	Virtual (Webex)
December 13, 2021 (Monday)	Central	9:00 am - 2:30 pm	Virtual (Webex)
December 14, 2021 (Tuesday)	Leeward	9:00 am - 2:30 pm	Virtual (Webex)

The online registration form for each training may be accessed at the following link: <https://bit.ly/Dec21WIDATCs> or by clicking the training link found in the announcement on the home page at <https://alohahsap.org>. **The registration deadline is Friday, December 3, 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 questions regarding the *ACCESS for ELLs Online Assessment Training*, 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