



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

April 6, 2017

TO: Deputy Superintendent
Complex Area Superintendents
State Public Charter School Commission
Principals (All)
Public Charter School Directors

FROM: Tammi Chun
Assistant Superintendent

A handwritten signature in blue ink, appearing to read "T. Chun", written over the printed name and title.

SUBJECT: **Professional Development Opportunity for Teachers – Item Development for the Smarter Balanced Assessments**

The Hawaii Department of Education's Assessment Section, in the Office of Strategy, Innovation and Performance, is seeking educators interested in learning how assessment items are developed to participate in the Hawaii State Member Managed Item Writing Project for the Smarter Balanced Assessments. Qualified educators will have the opportunity to become item authors for the Smarter Balanced Assessments. Teachers of English language arts and mathematics and higher education professionals are invited to apply.

Smarter Balanced has developed a system of valid, reliable and fair next-generation assessments aligned with the Hawaii Common Core Standards in English language arts/literacy (ELA/literacy) and mathematics in grades 3 through 8 and high school. The system uses computer-adaptive testing technologies to the greatest extent possible to provide meaningful feedback and actionable data, which teachers and other educators can use to help students succeed.

Participating educators will learn how to develop items (i.e., test questions) in English language arts/literacy for grades 3 through 8 and high school and mathematics for grades 3 and 4. These items will be a combination of selected-response and constructed-response items. Some of the items will be designed with technology enhancements. Item development will be guided by the Smarter Balanced Content Specifications and Item/Task Specifications (<http://www.smarterbalanced.org/smarter-balanced-assessments/>) for ELA/literacy and mathematics.

The Hawaii Department of Education content and assessment specialists will coordinate item development training, item writing certification and collaboration activities. Participants will learn how to serve as item reviewers and will provide feedback to peers throughout the process.

Who is qualified?

Qualified educators will be certified teachers with content degrees in ELA, mathematics, or a closely related field and teaching experience in the content area for which they apply. Professionals in higher education in a related field are also invited to apply. Participants must have expertise and a deep understanding of the Hawaii Common Core Standards in the grade levels for which they apply.

What is the commitment?

Participating educators are required to attend both in-person and online trainings. Training modules will require approximately 16 hours to complete. Participants can then earn certification as an item author and will work, outside of regular teacher work hours, to develop items using the item templates provided by Smarter Balanced. Participants will provide comments and feedback to their peers before revision and final item submission to Smarter Balanced. Item developers are invited to attend regularly scheduled collaboration conference calls (office hours) to share ideas and clarify expectations. Optional guided professional development will be scheduled with those selected as item authors.

The in-person training will take place on *Thursday and Friday, May 4 and 5, 2017* at a location on Oahu to be determined. Participants will be required to submit an initial set of items by *May 9, 2017*. Additional item submissions, reviews, and revisions, along with collaboration conference calls, will continue through *June 30, 2017*.

What are the technical requirements?

Participants will work from a secure location where their work will not be observed by others. In addition, participants will need to have an email address that is checked regularly, a computer with a reliable internet connection and a telephone connection to support toll-free conference calls.

What are the benefits?

Participants will receive intensive training on content and item/task specifications, practical training in developing assessment items, collegial discussion of assessment targets, opportunities to support the Smarter Balanced activities and a certificate of participation. Substitutes will be provided, for those participants who require one, for the in-person training held on *Thursday, May 4, 2017 and Friday, May 5, 2017*. Travel and accommodations will be provided for all neighbor island participants for the in-person training. Participants selected to continue as item authors will be expected to develop a total of ten (10) items at a compensation amount of approximately \$600. Details to be provided in individual contracts.

The online application will be available at <https://www.surveymonkey.com/r/sbitemdev> and will close on *Monday, April 17, 2017*.

Please share this information with your teachers and colleagues.

If you have any questions, please contact Carol Anton, Test Development Specialist, Assessment Section, at (808) 733-4100 or at carol_anton@notes.k12.hi.us.

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c: Assistant Superintendents
Accountability Section