



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

December 4, 2018

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

FROM: Rodney Luke   
Assistant Superintendent

SUBJECT: **Smarter Balanced Assessment Test Coordinator Training**

The Assessment Section of the Office of Strategy, Innovation and Performance, will conduct Smarter Balanced Assessment Test Coordinator Trainings in January/February 2019. These one-day training sessions are primarily intended for test coordinators who are new to the position or did not attend the September 2018 Hawaii Statewide Assessment Program training. Complex area staff, principals and experienced test coordinators are welcomed to attend on a space-available basis.

The training sessions will be held from January 28 through February 8, 2019. Sign-in begins at 8:00 a.m., the training session begins promptly at 8:30 a.m. and ends at 3:00 p.m. A one-hour lunch break is scheduled. Participants are to attend the training held in their school's district.

| DATE                  | DISTRICT         | TIME            | Site                        |
|-----------------------|------------------|-----------------|-----------------------------|
| January 28 (Monday)   | Honolulu*        | 8:30 am–3:00 pm | Manoa Ballroom              |
| January 29 (Tuesday)  | Windward         | 8:30 am–3:00 pm | Koolau Ballroom             |
| January 31 (Thursday) | West Hawaii-Kona | 8:30 am–3:00 pm | King Kamehameha Hotel       |
| February 1 (Friday)   | East Hawaii-Hilo | 8:30 am–3:00 pm | Grand Naniloa Hotel         |
| February 4 (Monday)   | Leeward          | 8:30 am–3:00 pm | KROC Center                 |
| February 5 (Tuesday)  | Central          | 8:30 am–3:00 pm | KROC Center                 |
| February 7 (Thursday) | Maui*            | 8:30 am–3:00 pm | King Kamehameha Golf Course |
| February 8 (Friday)   | Kauai            | 8:30 am–3:00 pm | Kauai Beach Hotel           |

*\*Airfare will be provided for participants from Molokai, Hana, and Lanai to attend a training session.*

The online registration form for each training may be accessed directly at <http://bit.ly/Winter19SmarterTC> or by following the link found at the Hawaii Smarter Balanced portal: <http://alohahsap.org> > Smarter Balanced > Winter 2019 Smarter Balanced Test Coordinator Training. **The registration deadline is January 16, 2019.**

Molokai, Hana and Lanai residents are encouraged to register for the training session on Maui; however, if more convenient, these individuals may register for a training session on Oahu. 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](mailto:emacgillivray@air.org)

**Completing the online registration form does not guarantee registration for a training date.** Once confirmed, each registrant will receive a confirmation email from AIR. **Each registrant must receive the AIR confirmation email before attending a training.**

Information presented will include planning and coordination for the administration of the 2018-19 Smarter Balanced Assessment Assessments. Training will include the following topics:

- What's NEW in the Smarter Balanced Assessment System
- Participation guidelines
- Navigating the Test Information and Distribution Engine (TIDE)
- Test security and ethics
- Accessibility and accommodations
- Interim assessments
- Digital Library
- AIR Ways
- Test administration procedures
  - Setting up a test session
  - Beginning the test session
  - Completing the test session
- Technology requirements
- Online Reporting System (ORS) and family reports

If you have any questions, please contact Karen Tohinaka, Test Development Specialist, Assessment Section, at (808) 733-4100 or via Lotus Notes.

RL:kt

c: Assistant Superintendents  
Communications Branch  
Assessment and Accountability Branch