



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

July 30, 2018

ACTION REQUIRED
Due: August 24, 2018

TO: Complex Area Superintendents
Public Charter School Executive Director
Principals (All)
Public Charter School Directors (All)
School Test Coordinators
Technology Coordinators
Curriculum Coordinators
Student Services Coordinators

FROM: Rodney Luke 
Assistant Superintendent

SUBJECT: **Hawaii Statewide Assessment Program (HSAP) Training**

Based upon feedback from school-level staff, the annual Hawaii Statewide Assessment Program (HSAP) training has been moved to the beginning of the school year, September 2018. The trainings will be held at various locations throughout the state. Public and public charter school personnel who have a role in coordinating HSAP test administration and/or making decisions based upon the results of these assessments should attend this training.

The purpose of the HSAP training is to provide participants with the necessary information to plan and administer statewide assessments so that the results can be used for school improvement and accountability purposes. Participants will learn about updates on policies and practices for proper administration of these assessments and will gain a deeper understanding of the appropriate use of the results. Presenters from Smarter Balanced, OCISS, and OSIP will provide information on effective use of summative and formative assessments in order to improve student achievement and to ensure equity.

Breakout sessions for the HSAP training include the following topics:

- Updates to Smarter Balanced test coordination, administration, and security
- Use of Smarter Balanced Summative Assessment results with a focus on claims and targets
- Use of Smarter Balanced Interim Assessment results and the Digital Library to inform instruction and improve student achievement

- Understanding and interpreting Smarter Balanced Assessment scores
- Accessibility features for English learners and accommodations for SPED/504 students
- HSA Science and the transition to Next Generation Science Standards (NGSS)
- Collecting and analyzing qualitative data to improve student learning
- Preparing for the 2019 NAEP (National Assessment of Educational Progress) administration

Each school is encouraged to have the members of their assessment team attend the training in order to plan and prepare for the administration of statewide assessments during an afternoon work session. Members of a school's assessment team include the principal and/or vice principal, test coordinator(s), technology coordinator, curriculum coordinator, data coordinator, and student services coordinator. If a member of a school's assessment team is scheduled to provide direct instruction to students on the date of the training, the Assessment Section will provide a substitute for the teacher (reason 54, sub code: 15654571 for DOE schools or 18055571 for public charter schools).

Complex areas are encouraged to have a team attend the training that includes the complex area superintendent, school renewal specialists, and complex area support team members involved with supporting test coordination and administration. If a complex area requests that additional staff members participate in the training, the additional staff members will be placed on a waiting list until the key complex area staff members have an opportunity to register.

2018-19 HSAP Trainings

DATE	DISTRICT	SITE
September 6 (Thursday)	East Hawaii-Hilo	Grand Naniloa Hotel Hilo
September 11 (Tuesday)	Oahu districts, Lanai *	Hawaii Convention Center
September 18 (Tuesday)	West Hawaii - Kona	Courtyard King Kamehameha Kona Beach Hotel
September 20 (Thursday)	Maui, Molokai, Hana High-Elem **	King Kamehameha Golf Course Clubhouse
September 24 (Monday)	Kauai	Kauai Beach Hotel

* Airfare will be provided for two staff members per school on Lanai to attend the training on Oahu.

** Airfare will be provided for two staff members per school on Molokai and Hana High-Elementary to attend the training on Maui.

The online registration for each training may be accessed at the following link:
<http://bit.ly/Sept2018HSAP> or by clicking the HSAP training button at <https://alohahsap.org>.
The deadline to register is Friday, August 24, 2018.

Completing the online registration form does not guarantee acceptance for a training date. The Department's Assessment Section will review the requests to ensure that the key staff members at each school and complex area are given first opportunity to register. Once confirmed, each registrant will receive a confirmation email from the American Institutes for Research (AIR). Each registrant must receive the AIR confirmation email before attending a training.

Staff members at each school must attend the training for their district as members of their school team. Requests to register for trainings in other districts will not be processed without a reason for the change in location which will be reviewed by the Assessment Section.

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

RL:kt

c: Deputy Superintendent
Assistant Superintendents
State Public Charter School Commission
Assessment & Accountability Branch