



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**


P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

March 12, 2021

**ATTENTION REQUIRED**  
**Due Date May 26, 2021**

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

FROM: Rodney Luke   
Assistant Superintendent

SUBJECT: **Accepting Applications for the 2021-2022 Hawaii Common Core Item Authoring Training**

The Assessment Section, in the Office of Strategy, Innovation and Performance, and in partnership with Cambium Assessment, is offering a virtual training for teachers of English language arts/literacy (ELA/L) and/or mathematics to become item (i.e., test question) authors for the Hawaii Statewide Assessment Program (HSAP). Teachers who are interested in learning how test questions are developed, and how alignment to the Hawaii Common Core standards is ensured, are encouraged to apply. Participants who complete all training requirements will become certified HSAP item authors and become eligible for additional item writing activities.

This training is part of an ongoing effort to support educator assessment literacy. Participants will gain a deeper appreciation of the components of quality assessments by learning how to develop items that are aligned to the Common Core Standards. Participants will receive intensive instruction on content and item/task specifications, practical training in developing assessment items for classroom use, and participate in collegial discussion of assessment targets.

**QUALIFICATIONS**

Qualified educators include certificated elementary, middle, and high school teachers preferably with content degrees in ELA, mathematics, or a closely related field. Applicants should have a deep understanding of the Hawaii Common Core Standards for the grade level(s) taught.

This training is focused on fundamental item authoring skills; therefore, it is intended for educators with minimal or no prior item authoring experience or those interested in improving item authoring skills by collaborating with novice item writers. Participants will work in groups by content area and grade band (e.g., grade bands 3-5, 6-8, and high school) so a willingness to collaborate and provide constructive feedback is expected of all participants.

## COMMITMENT

This training will be delivered through a series of three workshops. Participants are encouraged to participate in all three workshops (summer, fall, and spring) in order to complete the process of becoming a certified item author. Workshop dates and times are provided below. Please note that these workshops are being delivered online for the school year 2021-2022. Workshop participants will be expected to join live sessions as well as complete independent work via Google Classroom and the item authoring system. The Hawaii Department of Education Assessment Section and Cambium requires that participants be available online between the hours of 8:00 a.m. and 4:00 p.m. on the dates listed below. Participants will be compensated with a stipend of \$184.66 per day.

Workshop	Content Area	Grades	Dates/Times	Location
Summer (5 days)	ELA/L	3-8 & HS	June 21 – 25, 2021 8:00 a.m. – 4:00 p.m.	Online
	Mathematics		June 28 – July 2, 2021 8:00 a.m. – 4:00 p.m.	
Fall (2 days)	ELA/L	3-8 & HS	October 12 – 13, 2021 8:00 a.m. – 4:00 p.m.	Online
	Mathematics		October 14 – 15, 2021 8:00 a.m. – 4:00 p.m.	
Spring (2 days)	ELA/L	3-8 & HS	March 15 – 16, 2022 8:00 a.m. – 4:00 p.m.	Online
	Mathematics		March 17 – 18, 2022 8:00 a.m. – 4:00 p.m.	

## PARTICIPANT TECHNOLOGY REQUIREMENTS

All participants will need a computer or mobile device with a reliable internet connection that can be utilized for 8 hours a day, without disruption. Each device will need to be plugged into a power source or battery pack to work throughout the day. Recommended devices include a laptop, Chromebook, MacBook, home computer, or an iPad with an attachable keyboard.

Participants will need to confirm, prior to the virtual meeting, that they have an appropriate device and an up-to-date web browser such as Chrome, Firefox, or Safari and a Google email address. Participants will be required to have a working microphone available for use with their device, and it is strongly encouraged that participants have built-in cameras on their devices.

It is suggested that workshop participants ensure their internet connection meets the minimum requirement of 1 Mbps or better for computers and 3G or better for mobile devices (Chromebook, iPad) prior to the workshop.

## REGISTRATION

If you would like to be considered for the Item Authoring Training, please complete the online application no later than **Wednesday, May 26, 2021**. A link to the online application site can be accessed through the *alohahsap.org* website or by the following link: <http://bit.ly/2020-2021HICCIWW>.

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All registrants will receive an automated confirmation email that verifies that the online registration has been successfully completed. This automated message does NOT indicate confirmation of participation. All approved registrants will receive a second confirmatory email regarding acceptance for the specific workshop(s) with further details about the schedule and any last minute logistics. If an automated confirmation of registration email is not received within 24 hours of submission of the online registration form, contact Kathleen Hughes at Cambium Assessment by email at [kathleen.hughes@cambiumassessment.com](mailto:kathleen.hughes@cambiumassessment.com).

**Please share this memo with teachers and colleagues who may be interested in becoming Item Authors for the Hawaii Statewide Assessment Program.**

For additional information please contact Dianne Morada at [dianne.morada@k12.hi.us](mailto:dianne.morada@k12.hi.us) or Kelsie Pualoa at [kelsie.pualoa@k12.hi.us](mailto:kelsie.pualoa@k12.hi.us), Test Development Specialists, Assessment Section.

RL:dm

c: Assessment and Accountability Branch