




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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

April 16, 2018

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

FROM: Rodney Luke   
Interim Assistant Superintendent

SUBJECT: **Accepting Applications for the 2018-19 Hawaii Common Core Item Authoring Training**

The Office of Strategy, Innovation and Performance, in partnership with the American Institutes for Research (AIR), is offering a 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 improve 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 attend 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. Locations for the fall and spring workshops will be determined at a later time.

Workshop	Content Area	Grades	Dates/Times	Location
<b>Summer (5 days)</b>	ELA/L	3-8 & HS	June 4 – 8, 2018 8:30 a.m. – 4:00 p.m.	AIR Office 1601 Kapiolani Blvd., Suite 900
	Mathematics		June 11 – 15, 2018 8:30 a.m. – 4:00 p.m.	
<b>Fall (2 days)</b>	ELA/L	3-8 & HS	October 8 – 9, 2018 8:30 a.m. – 4:00 p.m.	TBD
	Mathematics		October 10-11, 2018 8:30 a.m. – 4:00 p.m.	
<b>Spring (2 days)</b>	ELA/L	3-8 & HS	March 18-19, 2019 8:30 a.m. – 4:00 p.m.	TBD
	Mathematics		March 20-21, 2019 8:30 a.m. – 4:00 p.m.	

**LOGISTICS**

Travel, accommodations, and event transportation will be provided for all neighbor island participants. Oahu participants will receive validated parking at the meeting site. Participants will not be reimbursed for mileage or gas. Substitutes will be provided for participants who require one. All other participants will be compensated with a stipend of \$172.39 per day.

**REGISTRATION**

If you would like to be considered for the Item Authoring Training, please complete the online application no later than **Friday, May 11, 2018**. A link to the online application site can be accessed through the alohahsap.org website or by the following link: <https://conta.cc/2E6jB9J>. 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 Danny Jimenez at the American Institutes for Research (AIR) at (808) 943-3910 or by email at [djimenez@air.org](mailto:djimenez@air.org).

**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 Kelsie Pualoa, Test Development Specialist, Assessment Section, at (808) 733-4100 or via Lotus Notes.

RL:kp

c: Assistant Superintendents  
 Assessment Section