




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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

January 14, 2021

**ACTION REQUIRED**  
**Date Due: January 26, 2021**

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

FROM: Rodney Luke   
Assistant Superintendent

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

The Assessment Section, in the Office of Strategy, Innovation and Performance, will conduct Smarter Balanced Assessment Test Coordinator Trainings in February 2021. These two half-day training sessions are primarily intended for new and returning test coordinators. Complex area staff and principals are welcomed to attend on a space-available basis.

The training sessions will be held as indicated in the table below. The two half-day training sessions begin promptly at 9:00 a.m. and end at 12:00 p.m. Participants are to attend the virtual training sessions held for their school's district.

DATE	DISTRICT	TIME	SITE
February 1-2 (Monday and Tuesday)	East Hawaii-Hilo/ West Hawaii-Kona	9:00 am–12:00 pm	Virtual (Webex)
February 4-5 (Thursday and Friday)	Maui/Hana/Molokai/ Kauai	9:00 am–12:00 pm	Virtual (Webex)
February 8-9 (Monday and Tuesday)	Windward	9:00 am–12:00 pm	Virtual (Webex)
February 11-12 (Thursday and Friday)	Central	9:00 am–12:00 pm	Virtual (Webex)
February 18-19 (Thursday and Friday)	Honolulu	9:00 am–12:00 pm	Virtual (Webex)
February 22-23 (Monday and Tuesday)	Leeward	9:00 am–12:00 pm	Virtual (Webex)

The online registration form for each training may be accessed directly at <http://bit.ly/Feb2021SmarterTCs> or by following the link found at the Hawaii Statewide Assessment Program Smarter Balanced Portal: <http://alohahsap.org> > Smarter Balanced > Winter 2021 Smarter Balanced Test Coordinator Training. **The registration deadline is January 26, 2021.**

Registrants will receive an automated '*confirmation of registration*' email that verifies the online registration has been successfully completed. NOTE: This automated message does NOT indicate confirmation of participation. If an automated '*confirmation of registration*' email is not received within 24 hours of submission of the online registration form, contact Emily Macgillivray at Cambium Assessment, Inc. (CAI), 808-943-3913 or by email at [emily.macgillivray@cambiumassessment.com](mailto:emily.macgillivray@cambiumassessment.com).

*Completing the online registration form does not guarantee participation for training dates.* Once confirmed, each registrant will receive a '*confirmation of participation*' email from CAI. Each registrant must receive the CAI '*confirmation of participation*' email before attending the virtual training sessions.

Information presented will be a deep dive into test coordination and administration for the 2020-21 Smarter Balanced Assessments. Training will include the following topics:

- What's NEW in the Smarter Balanced Assessment System
- Shortened summative Computer Adaptive Test blueprints
- Participation guidelines
- Navigating the Test Information and Distribution Engine
- Test security and ethics
- Accessibility and accommodations
- Technology requirements
- Test administration procedures
  - Setting up a test session
  - Starting a test session
  - Completing a test session
- Centralized Reporting System

If you have any questions, please contact Karen Tohinaka, Test Development Specialist, Assessment Section, at (808) 307-3636 or email at [karen.tohinaka@k12.hi.us](mailto:karen.tohinaka@k12.hi.us).

RL:kt

c: Hawaii State Public Charter School Commission  
Assessment and Accountability Branch