



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

July 25, 2016

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

FROM: Tammi Chun
Assistant Superintendent

SUBJECT: **Smarter Balanced Assessments Training for New and Current Test Coordinators**

The Assessment Section, of the Office of Strategy, Innovation and Performance, will conduct Smarter Balanced Assessments training for new and current test coordinators in Fall 2016. These one-day training sessions are intended for test coordinators who are new to the position or did not attend the January/February 2016 Hawaii Statewide Assessment Program training. Complex area staff, principals and experienced test coordinators may attend on a space-available basis.

The training sessions will be held from August 30 through September 29, 2016. Sign-in begins at 7:30 a.m., the training session begins promptly at 8:00 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
August 30 (Tuesday)	Windward *	8:00 a.m. – 3:00 p.m.	McKinley Community School for Adults, Room 110
September 8 (Thursday)	Maui *	8:00 a.m. – 3:00 p.m.	Maui Community School for Adults, Annex B
September 13 (Tuesday)	Leeward	8:30 a.m. – 3:00 p.m.	Ho'okele Elementary, Building D
September 15 (Thursday)	East Hawaii-Hilo	8:00 a.m. – 3:00 p.m.	Hale'olelo, Room 112

DATE	DISTRICT	TIME	Site
September 19 (Monday)	Central *	8:00 a.m. – 3:00 p.m.	McKinley Community School for Adults, Room 110
September 22 (Thursday)	Kona	8:00 a.m. – 3:00 p.m.	TBD
September 26 (Monday)	Honolulu *	8:00 a.m. – 3:00 p.m.	McKinley Community School for Adults, Room 110
September 29 (Thursday)	Kauai	8:00 a.m. – 3:00 p.m.	Wilcox ITC

**Airfare will be provided for new test coordinators from Molokai and Lanai to attend a training session.*

The online registration form for each training may be accessed by following the link found at the Hawaii Smarter Balanced portal: <http://alohahsap.org/> > Smarter Balanced > Fall 2016 Smarter Balanced Test Coordinator Training or directly at the following link:

<https://events.r20.constantcontact.com/register/eventReg?oeidk=a07ecyfntnoa3a996b3>

The registration deadline is **Thursday, August 18, 2016**. Molokai participants are to register for the training session on Maui. Lanai participants may register for the session of their choice that will be held at the McKinley Community School for Adults in Honolulu. 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.

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 will be presented about the 2016-17 Smarter Balanced Assessment System.

Training will include:

- Participation guidelines
- **Navigation through the new look in TIDE**
- Test security and ethics
- Accessibility and accommodations
- Interim assessments
- Test administration procedures
 - Setting up a test session
 - Beginning the test session
 - Completing the test session
- Technology requirements
- Online Reporting System and family reports

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Online training modules will be posted at alohahsap.org by the end of September. In addition, there will be a webinar on the new TIDE system on Thursday, August 25 from 2:30 to 3:30 p.m. **A reminder notice with details will be sent to test coordinators.**

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

TC:KT:cy

c: Assistant Superintendents
Communications and Community Affairs Office
Assessment and Accountability Branch