



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

July 28, 2017

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: Phyllis Unebasami *Phyllis Unebasami*
Acting 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 2017. These one-day training sessions are intended for test coordinators who are new to the position or did not attend the January/February 2017 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 September 8 through October 6, 2017. Sign-in begins at 8:00 a.m., the training session begins promptly at 8:30 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
September 8 (Friday)	Kauai	8:30 a.m. – 3:00 p.m.	Wilcox ITC, P-1
September 15 (Friday)	Maui*	8:30 a.m. – 3:00 p.m.	Maui Community Schools for Adults, Annex B
September 19 (Tuesday)	East Hawaii-Hilo	8:30 a.m. – 3:00 p.m.	Hale'olelo, Room 112
September 22 (Friday)	West Hawaii-Kona	8:30 a.m. – 3:00 p.m.	Palamanui Community College 73-4225 Ane Keohokalole Hwy.
September 26 (Tuesday)	Honolulu*	8:30 a.m. – 3:00 p.m.	McKinley Community School for Adults, 634 Pensacola St.
September 29 (Friday)	Windward*	8:30 a.m. – 3:00 p.m.	McKinley Community School for Adults, 634 Pensacola St.

DATE	DISTRICT	TIME	Site
October 3 (Tuesday)	Central*	8:30 a.m. – 3:00 p.m.	McKinley Community School for Adults, 634 Pensacola St.
October 6 (Friday)	Leeward*	8:30 a.m. – 3:00 p.m.	McKinley Community School for Adults, 634 Pensacola St.

**Airfare will be provided for participants from Molokai, Hana, 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 2017 Smarter Balanced Test Coordinator Training. The registration deadline is **Friday, August 25, 2017**.

Molokai, Hana and Lanai residents are encouraged to register for the training session on Maui; however, if more convenient, these individuals may register for a training session on Oahu. 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 Kelsie Pualoa at the American Institutes for Research (AIR), (808) 943-3910 or by email at kpualoa@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 2017-18 Smarter Balanced Assessment System. Training will include the following topics:

- What's NEW in the Smarter Balanced Assessment System
- Participation guidelines
- Navigation through TIDE (Test Information and Distribution Engine)
- Test security and ethics
- Accessibility and accommodations
- Interim assessments
- AIR Ways
- Test administration procedures
 - Setting up a test session
 - Beginning the test session
 - Completing the test session
- Technology requirements
- Online Reporting System and family reports

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

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