

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


OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE


OFFICE OF STUDENT SUPPORT SERVICES

November 6, 2020

ACTION REQUIRED
Due: November 25, 2020

TO: Deputy Superintendent
Complex Area Superintendents
Principals (All)
Public Charter School Directors (All)
English Language Learners (ELL) Test Coordinators (All)

FROM: Rodney Luke, Assistant Superintendent 
Office of Strategy, Innovation and Performance

Heidi Armstrong, Assistant Superintendent 
Office of Student Support Services

SUBJECT: **WIDA ACCESS for English Language Learners Online Assessment Training**

The Assessment Section, in the Office of Strategy, Innovation and Performance, in collaboration with the English Language Learners (ELL) program, in the Office of Student Support Services, will provide virtual *WIDA ACCESS for ELLs Online Assessment Training* for English learner (EL) test coordinators in December 2020.

This one-day training is intended for new and returning WIDA ACCESS online program EL test coordinators.

WHO should attend the December 2020 training sessions?

- New and returning EL test coordinators.

Separate technology coordinator webinars will be provided which will cover technology requirements and procedures to set up the online delivery system. Technology coordinators *need not attend* the *WIDA ACCESS for ELLs Online Assessment Training* unless also planning to coordinate and administer the ACCESS online assessments.

HOW do I register for a training session?

- Go to <http://alohahsap.org> > Smarter Balanced > WIDA ACCESS for ELLs Training blue button on the right side of the page, or copy the following link to your browser:
<http://bit.ly/WIDADec20>
- Within 24 hours, 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 Cambium Assessment Inc. (CAI), (808) 943-3906 or by email at emily.macgillivray@cambiumassessment.com
- A separate *attendee* confirmation email will be issued shortly thereafter following a vetting process by the Assessment Section. Only those who receive a confirmation email message may attend.
- **REGISTRATION DEADLINE: Wednesday, November 25, 2020.**

WHAT topics will be covered at the training sessions?

- Test coordination; test administration procedures including hands-on practice setting up a test session, starting a test session and completing a test session; administering practice tests using the secure browser; technology requirements; test security and ethics; accessing results using the WIDA-AMS system.

WHEN will the training sessions be held?

- Participants are to attend the scheduled training for their school's district.
- Training sessions begin promptly at 9:00 am and end at 12:00 pm.
- Question & answer session on December 17, 2020 at 2:30 pm - 3:30 pm.

DATE	DISTRICT	TIME	SITE
December 3, 2020 (Thursday)	Hilo	9:00 am - 12:00 pm	Virtual (WebEx)
December 4, 2020 (Friday)	Kona	9:00 am - 12:00 pm	Virtual (WebEx)
December 7, 2020 (Monday)	Maui*	9:00 am - 12:00 pm	Virtual (WebEx)
December 8, 2020 (Tuesday)	Kauai	9:00 am - 12:00 pm	Virtual (WebEx)
December 10, 2020 (Thursday)	Windward	9:00 am - 12:00 pm	Virtual (WebEx)
December 11, 2020 (Friday)	Central	9:00 am - 12:00 pm	Virtual (WebEx)
December 14, 2020 (Monday)	Honolulu	9:00 am - 12:00 pm	Virtual (WebEx)
December 15, 2020 (Tuesday)	Leeward	9:00 am - 12:00 pm	Virtual (WebEx)

* Molokai and Lanai participants are to register for the training session for Maui.

If you have questions regarding the *WIDA ACCESS for ELLs Online Assessment Training*, contact Karen Tohinaka, Test Development Specialist, Assessment Section, at (808) 307-3636 or via email at karen.tohinaka@k12.hi.us.

RL/HA:kt

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