



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804


OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE


OFFICE OF STUDENT SUPPORT SERVICES

October 5, 2020

Action Required
October 14, 2020

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

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

Heidi Armstrong, Assistant Superintendent 
Office of Student Support Services

SUBJECT: Test Coordination Training for New WIDA ACCESS Test Coordinators

The Assessment Section, in the Office of Strategy, Innovation and Performance, will conduct WIDA ACCESS assessments test coordination training in October. This two-day training is for **new** WIDA test coordinators only. Another training will be held for all returning WIDA test coordinators in December.

Training sessions will be held October 20 and October 22 with a question and answer (Q & A) session on October 29 (2:30-3:30). **New** test coordinators may register for one of the training sessions. The training webinar sessions begin promptly at 9:00 a.m. and end at 12:00 p.m.

DATE	ASSESSMENT	DISTRICT	TIME	SITE
October 20 (Tuesday)	WIDA ACCESS	Hilo, Kona, Maui, Kauai, Lanai, Molokai	9:00am – 12:00pm	Virtual (WebEx)
October 22 (Thursday)	WIDA ACCESS	Oahu	9:00am – 12:00pm	Virtual (WebEx)
October 29 (Thursday)	WIDA ACCESS Q & A	All Complexes	2:30pm – 3:30pm	[WebEx link to be provided upon confirmed registration]

The online registration form for each training may be accessed at the following link: <http://bit.ly/Oct20NewWIDATCs> or by clicking the training button on the home page at <https://alohahsap.org>. The registration deadline is **Wednesday, October 14, 2020**.

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

Completing the online registration form does not guarantee registration for a training date. Once confirmed, each registrant will receive a confirmation email from CAI with the link to the WebEx training.

Information will be presented about the following topics:

- Overview of the WIDA ACCESS portal
- Participation guidelines
- Navigation through the WIDA portal
- Test security and ethics
- Accessibility and accommodations
- Test administrator training packets for schools
- Technology requirements

If you have any questions, please 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: Assessment and Accountability Branch