



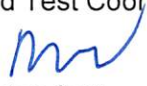
STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

December 11, 2019

ACTION REQUIRED
Date Due: January 17, 2020

TO: Deputy Superintendent
Complex Area Superintendents
Principals (All)
Public Charter School Directors (All)
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 January/February 2020. These one-day training sessions are primarily intended for test coordinators who are new to the position or experienced test coordinators who need a refresher. Complex area staff and principals are welcomed to attend on a space-available basis.

The training sessions will be held from January 27 through February 7, 2020. 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 45-minute lunch break is scheduled. Participants are to attend the training held in their school's district.

DATE	DISTRICT	TIME	SITE
January 27 (Monday)	Honolulu*	8:30 am–3:00 pm	Manoa Ballroom
January 28 (Tuesday)	Central	8:30 am–3:00 pm	KROC Center
January 30 (Thursday)	Maui*	8:30 am–3:00 pm	King Kamehameha Golf Club
January 31 (Friday)	Kauai	8:30 am–3:00 pm	Kauai Beach Resort
February 3 (Monday)	Leeward	8:30 am–3:00 pm	KROC Center
February 4 (Tuesday)	Windward	8:30 am–3:00 pm	Ko'olau Ballrooms
February 6 (Thursday)	East Hawaii-Hilo	8:30 am–3:00 pm	Naniloa Hotel - Hilo
February 7 (Friday)	West Hawaii-Kona	8:30 am–3:00 pm	Palamanui Community College

*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 directly at <http://bit.ly/SBAC2020> or by following the link found at the HSAP Smarter Balanced portal: <http://alohahsap.org> > Smarter Balanced > Winter 2020 Smarter Balanced Test Coordinator Training. **The registration deadline is January 17, 2020.**

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 Sarah Ferguson at the American Institutes for Research (AIR), (808) 943-3913 or by email at sferguson@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 presented will be a deeper dive into test administration, preparation, TIDE and reporting for the administration of the 2019-20 Smarter Balanced Assessments. Training will include the following topics:

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

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.

RL:kt

c: Assessment and Accountability Branch