



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

May 12, 2017

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

FROM: Tammi Chun 
Assistant Superintendent

SUBJECT: **Accepting Applications for Summer 2017 Hawaii Statewide Assessment Program (HSAP) Science and Biology End-of-Course Exams Item Review Committees**

The Department of Education's Assessment Section is accepting applications from individuals to serve on various Hawaii Statewide Assessment Program (HSAP) science item review committees.

Committee members will review newly written NGSS Clusters for inclusion as embedded field test tasks. Each cluster will be reviewed for its freedom from bias, match to the NGSS, appropriateness for the grade band/course, accuracy of its content, and language clarity or ease of understanding the intent of the cluster. Applications are being accepted from general education, special education, and English Language Learner teachers for the following item review committees:

Content Area	Grades	Date/Times	Stipend *
Science	3 - 5	July 24 - 27, 2017 8:00 a.m. - 4:00 p.m.	\$169 per day
	6 - 8	July 18 - 21, 2017 8:00 a.m. - 4:00 p.m.	\$169 per day
Biology	High School End-of- Course	July 24 - 27, 2017 8:00 a.m. - 4:00 p.m.	\$169 per day

**The stipend provided for each content area committee may vary based on the number of hours required to complete the work.*

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If you would like to be considered for one or more of the **HSAP Science Item Review Committees**, please submit your application no later than Friday, June 23, 2017 using the link below:

<https://events.r20.constantcontact.com/register/eventReg?oeidk=a07ee5fu9ncb16e2305>

After submitting your online application form, you will receive a system-generated email confirming AIR's receipt of your information. You will then enter a pool of possible participants for the committee(s) you have indicated on the application form. The Department of Education will select participants from the pool to ensure diverse, balanced committees. If you are selected for a committee, you will receive a separate, additional confirmation notice via email. **Please do not attend a committee meeting without receiving a committee confirmation email.**

All meetings will be held at the American Institutes for Research (AIR) office located at 1601 Kapiolani Blvd., Suite 900, in Honolulu.

Participants must be able to serve on all of the days that have been scheduled for a committee. The committees will meet as listed in the schedules above and each participant will be expected to be available during these hours, each day the participant's assigned committee meets.

For neighbor island committee members, AIR will make all travel arrangements, including air and ground transportation and hotel accommodations only for committees that meet on consecutive days, and will reimburse participants for parking fees at their home airports. AIR will not honor travel coupons or reimburse participants who make their own travel arrangements.

For Oahu committee members, AIR will provide for validated parking at the meeting site. AIR or the Department will not reimburse participants for mileage or gas.

If you have any questions, please contact Brian Reiter, Administrator of the Department of Education's Assessment Section, at (808) 733-4100 or via Lotus Notes email.

TC:BR:cy

c: Assistant Superintendents
State Public Charter School Commission Office
Assessment Section