



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

December 1, 2016

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: Tammi Chun 
Assistant Superintendent

SUBJECT: **Smarter Balanced Test Coordinator Trainings**

The Assessment Section, in the Office of Strategy, Innovation and Performance, will provide Smarter Balanced Test Coordinator Trainings in January 2017. These one-day training sessions are primarily intended for new test coordinators and those in need of additional support in test coordination and administration. This training is an extension of the fall 2016 New Test Coordinator Training and will provide participants with the opportunity to develop a deeper understanding of the requirements for coordination and administration of the Smarter Balanced Assessments. Complex area staff, principals and other members of school Assessment Teams may attend on a space-available basis.

The training sessions will be held at various locations throughout the state and on various dates from January 9 through January 24, 2017. The training will begin at 8:30 a.m. and finish at 3:00 p.m. Public school and public charter school participants are to attend the training being held in their school's district.

DATE	DISTRICT	TIME	SITE
January 9 (Monday)	Kauai	8:30 a.m. – 3:00 p.m.	Wilcox ITC
January 10 (Tuesday)	Maui*	8:30 a.m. – 3:00 p.m.	Maui MCSA, Annex B
January 12 (Thursday)	Leeward	8:30 a.m. – 3:00 p.m.	Ho'okele Elementary, Lawai'a PD Center
January 17 (Tuesday)	Windward*	8:30 a.m. – 3:00 p.m.	McKinley Community School for Adults, Room 110

DATE	DISTRICT	TIME	SITE
January 19 (Thursday)	East Hawaii - Hilo	8:30 a.m. – 3:00 p.m.	Hale'olelo, Room 112 (UH Hilo campus)
January 20 (Friday)	West Hawaii - Kona	8:30 a.m. – 3:00 p.m.	TBD
January 23 (Monday)	Central*	8:30 a.m. – 3:00 p.m.	McKinley Community School for Adults, Room 110
January 24 (Tuesday)	Honolulu*	8:30 a.m. – 3:00 p.m.	McKinley Community School for Adults, Room 110

* Airfare will be provided for test coordinators from Molokai 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 > January 2017 Smarter Balanced Test Coordinator Training. The registration deadline is **Wednesday, December 21, 2016**. Molokai, Lanai and Hana 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 attendance at a training.*) If an automated confirmation of registration email is not received within 24 hours of submission of the online registration form, contact Kelsie Pualoa at the American Institutes for Research (AIR) at (808) 943-3910 or by email at kpualoa@air.org.

The list of registrants will be reviewed to ensure that new test coordinators are given priority for attendance. Once confirmed, a registrant will receive a confirmation of attendance email from AIR. Each registrant must receive the AIR confirmation of attendance email before attending a training.

Sign-in will begin at 8:00 a.m. and the training session will begin promptly at 8:30 a.m.

The training will cover the following 2016-17 Smarter Balanced Assessment System topics:

- Participation guidelines
- Navigating TIDE
- Test security and ethics
- Accessibility and accommodations
- Technology requirements
- Training and practice tests
- Online TA certification
- Interim assessments – AIR Ways, THSS, AVA
- Scheduling
- Test administration procedures
 - setting up a test session

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- beginning the test session
- completing the test session
- Monitoring test progress
- Online Reporting System and family reports

Attendees will be provided the opportunity to network with other test coordinators, participate in hands-on activities and navigate online systems. Attendees are expected to bring a laptop computer that will be used to connect to a wireless network.

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

TC:KT:cy

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