




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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

August 16, 2018

ACTION REQUIRED
Due: September 14, 2018

TO: Principals
Public Charter School Directors
Curriculum Coordinators
ELA, Math and Science Department Chairs
Special Education Department Chairs
Special Education Teachers
English Language Learner Teachers

FROM: Rodney Luke 
Assistant Superintendent

SUBJECT: **Accepting Applications for Alternate Assessment Item Review Committees**

The Department of Education’s Assessment Section is now accepting applications for **Hawaii State Alternate Assessment (HSA-Alt) Content and Fairness Item Review Committees**. Meeting dates are Tuesday and Wednesday, October 23 and 24, 2018 for English language arts (ELA) and mathematics and Thursday, October 25, 2018 for science. Each content committee will be responsible for grades 3-8 and 11.

The HSA-Alt Content and Fairness Item Review Committees will examine new items proposed for Spring 2019 HSA-Alt ELA, mathematics and science field testing. Items will be reviewed for accuracy of content, accessibility, sensitivity, and bias. In addition, committees will review items for alignment to grade level standards and alternate test achievement standards, the HSA-Alt Range Performance Level Descriptors, to ensure that item performance expectations represent an appropriate depth, breadth and complexity for this population.

Applications are now being accepted from special education, general education and English language learner teachers. Information on meeting dates, times and location by content area can be found in the table below. Committee participants must be available to serve on all days scheduled for their content area committee and must secure administrator approval prior to attending.

Content Area	Dates/Time	Location
ELA	October 23 - 24, 2018 8:00 a.m. – 3:00 p.m.	American Institutes of Research 1601 Kapiolani Blvd., Suite 900 Honolulu, Hawaii
Mathematics		
Science	October 25, 2018 8:00 a.m. – 3:00 p.m.	

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The Assessment Section will cover the cost of substitutes for Hawaii Department of Education (HIDOE) employees serving on the committee (reason 54, sub code: 15654571 for DOE schools or 18055571 for public charter schools). Committee members who are not HIDOE employees will be paid a stipend of \$172.60 per day.

A link to the online application site can be accessed through the alohahsap.org website or by following the link: <http://bit.ly/AltOct2018>.

The deadline for submitting online applications is **Friday, September 14, 2018**. After submitting your online application form, you will receive a system-generated email confirming receipt of your information from the American Institute for Research (AIR). 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.**

For neighbor island committee members, American Institutes for Research (AIR) will make all travel arrangements, including air and ground transportation and hotel accommodations, 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 parking validation at the meeting site. Participants will not be reimbursed for mileage or gas.

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

RL:sf

c: Assistant Superintendents
State Public Charter School Commission
Assessment & Accountability Branch