



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

October 10, 2022

ATTENTION REQUIRED
Due Date: 11/25/2022

TO: Complex Area Superintendents
Principals (All)
Hawaii State Public Charter School Commission Executive Director
Public Charter School Directors (All)
English Language Arts, Mathematics and Science Department Chairs
Special Education Department Heads
Special Education Teachers
Hawaii State Assessment-Alternate Test Administrators
English Learner Teachers

FROM: Cara Tanimura *Cara Tanimura*
Interim Assistant Superintendent

SUBJECT: Accepting Applications for the Hawaii State Assessment-Alternate Classroom Embedded Assessment Item Authoring Workshop for English Language Arts and Mathematics

The Assessment Section, of the Office of Strategy, Innovation, and Performance, in partnership with Cambium Assessment, is offering a Hawaii State Assessment-Alternate (HSA-Alt) Classroom Embedded Assessment (CEA) Item Authoring Workshop for English Language Arts (ELA) and Mathematics.

This workshop is an ongoing effort to support the assessment literacy of teachers and build a balanced assessment system for students with the most significant cognitive disabilities. Teachers who work with HSA-Alt eligible students and special education teachers who are interested in becoming item authors for the HSA-Alt CEA are encouraged to apply.

Participants will benefit from this workshop by developing:

- 1) Deeper understanding of the HSA-Alt Range Performance Level Descriptors (PLD) which are aligned to the Hawai'i Common Core Standards for ELA and Mathematics and Next Generation Science Standards for Science; and
- 2) Skills and strategies to align instruction to the grade level content standard as described in the HSA-Alt Range PLDs to meet the broad range of needs of the students with significant cognitive disabilities.

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

Participants will author and review test items and teaching activities through collegial discussion. The workshop is intended for educators with minimal or no prior item authoring experience and those interested in improving item authoring skills by collaborating with others. Participants will work in groups by content area and/or grade bands, so a willingness to collaborate and provide constructive feedback is expected of all participants.

PD Credit Course

Qualified educators for the professional development (PD) credit course are teachers who have access to students eligible to be administered the HSA-Alt assessments. Participants are not required to be a teacher of these students, however, the participant should have access to the student(s) and the teacher on a regular basis. The participant should be knowledgeable about the student(s), develop and deliver lessons, collect student work samples, and reflect on the lesson and impacts on teacher practices to complete the learning results portfolio, a requirement of the PDE3 credit course.

Educators who are applying for this workshop as professional development to earn credits for reclassification must be teachers and get official principal or supervisor approval before registering. These educators are also required to attend two one-hour follow-up sessions after the 4-day in-person December workshop as well as complete and submit a Learning Results Portfolio.

Non-PD Credit Course

Participants who are interested in applying for this workshop as a non-credit course will either receive a stipend of \$184.66 per day or a substitute code will be provided if a substitute is needed. Principal or supervisor approval for PD credit, submission of a Learning Results Portfolio, and participation in follow-up sessions are *not* required for participants applying for a non-credit course.

Course Title	Course Type	Course Code	Section Code	Workshop Dates & Times (In-person)	Follow-up Session Dates & Times (Virtual)
HSA-Alt Classroom Embedded Assessment Item Authoring Workshop	Credit (3 PD credits)	AS187707	309434	December 19-22, 2022, 8:30 am-4:00 pm	January 27, 2023, 3:00-4:00 pm February 24, 2023, 3:30-4:00 pm
	Non-Credit	AS187780	309701	Honolulu (TBD)	N/A

All participants are required to bring a computer or mobile device that can connect to the Internet wirelessly for the in-person workshop. The PD credit course participants who are required to join the virtual follow-up sessions will need to confirm that they have a reliable Internet connection and an appropriate device with an updated web browser before the follow-up session.

Registration

Interested candidates should register at <https://tinyurl.com/HSA-Alt-CEA> by **November 25, 2022**. Participants will be selected to ensure diverse representation across geographic areas,

demographic groups, content areas, and grade levels. Airfare and lodging will be provided to all neighbor island participants.

Registrants will receive an automated email that verifies that the online application has been successfully completed. Completing the online registration form does not guarantee participation as a committee member. Registrants who are selected as committee members will receive a confirmation email. Each registrant must receive a confirmation email before attending the workshop. If an automated email verifying registration is not received within 24 hours of submission of the online registration form, contact Emily MacGillivray at Cambium Assessment, Inc., at emily.macgillivray@cambiumassessment.com.

For additional information, please contact Hwa Hee Sohn, Test Development Specialist, Office of Strategy, Innovation and Performance, Assessment Section, via email at Hwa_Hee.Sohn@k12.hi.us or at (808) 307-3636.

CT:hs

c: Deputy Superintendent of Academics
Deputy Superintendent of Strategy
Assistant Superintendents
Office of Curriculum and Instructional Design
Office of Student Support Services
Assessment and Accountability Branch