




STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
KA 'OIHANA HO'ONA'AUAO  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

February 8, 2023

**ATTENTION REQUIRED**  
**Due Date: February 24, 2023**

TO: Deputy Superintendents  
Complex Area Superintendents  
Hawaii State Public Charter School Commission Executive Director  
Principals (All)  
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 Language Learner Teachers

FROM: Cara Tanimura   
Interim Assistant Superintendent

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

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), Mathematics, and Science.

This workshop is an ongoing effort of the Assessment Section to support educators' assessment literacy and build a balanced assessment system for students with the most significant cognitive disabilities. Teachers who work with the 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 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.

Participants will benefit from this workshop by developing:

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

**PD CREDIT COURSE**

Qualified educators for the professional development (PD) credit course are teachers who have access to the students eligible to be administered the HSA-Alt assessments. Participants are not required to be a teacher of these students. However, the participant should be able to access the student(s) and the teacher on a regular basis. The participant should be knowledgeable about the student(s) and 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 Spring 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/ Location (In-person)	Follow-up Session Dates & Times (Virtual)
HSA-Alt Classroom Embedded Assessment Item Authoring Workshop	Credit (3 PD credits)	AS187707	310456	March 13-16, 2023 8:30 am-4:00 pm	April 13, 2023, 3:00-4:00 pm  May 12, 2023, 3:00-4:00 pm
	Non-Credit	AS187780	310457	Honolulu (TBD)	N/A

**PARTICIPANT TECHNOLOGY REQUIREMENTS**

All participants will need 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.

## **SPECIAL NOTES**

- Participants must be able to serve all days that have been scheduled for the workshop.
- For neighbor island committee members, CAI will make all travel arrangements, including air transportation, ground transportation, and hotel accommodations. CAI will reimburse participants for parking fees at their home airports. CAI will not honor travel coupons or reimburse participants who make their own travel arrangements.
- For Oahu committee members, CAI will provide for validated parking at the meeting site. CAI or the Department will not reimburse participants for mileage or gas.

## **REGISTRATION**

Interested candidates should register at <https://tinyurl.com/hsa-alt-cea-spring> by February 24, 2023. The 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.

All applicants 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 confirmation of registration email 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](mailto:emily.macgillivray@cambiumassessment.com).

**Please share this memo with HSA-Alt teachers and colleagues who may be interested in becoming item authors for the Hawaii Statewide Assessment Program.**

For additional information, please contact Hwa Hee Sohn, Accountability and Assessment Branch, via email at [Hwa\\_Hee.Sohn@k12.hi.us](mailto:Hwa_Hee.Sohn@k12.hi.us) or by phone 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