



STATE OF HAWAI'I
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAI'I 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

September 30, 2016

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

FROM: Tammi Chun 
Assistant Superintendent

SUBJECT: **Accepting Applications for Fall 2016 Hawaii State Alternate Assessment Committees**

The Department of Education's Assessment Section is accepting applications from individuals to serve on various Hawaii State Assessment Program (HSAP) committees for the Hawaii State Alternate Assessments (HSA-Alt) during November 2016.

A short description of each committee is provided below:

HAWAII STATE ALTERNATE ASSESSMENTS

- 1. Content and Fairness Item Review:** Committee members will review newly written items for inclusion as embedded field test items on the HSA-Alt ELA, Mathematics, and Science Assessments. Each item will be reviewed by a committee composed of Hawaii teachers for its freedom from bias, alignment to the Hawaii content specifications, its appropriateness for the grade level, the accuracy of its content, and language clarity or ease of understanding the intent of the question. 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
ELA	3-8 & 11	November 4, 2016 8:00 a.m. – 3:00 p.m.
Mathematics	3-8 & 11	November 4, 2016 8:00 a.m. – 3:00 p.m.
Science	4, 8, 11	November 4, 2016 8:00 a.m. – 3:00 p.m.

2. **Item Fairness Data Review of Field Tested Items:** Committee members will review items with field test data indicating potential content issues to determine if the items are appropriate for inclusion in the HSA-Alt item bank and potential bias issues to determine if the items are biased or if the content of the items is fair and unbiased. Applications are being accepted from general education, special education, and English Language Learner teachers, curriculum specialists, and higher education faculty for the following combined committees:

Content Area	Grades	Date/Times
Science	4, 8, & 11	November 28, 2016 8:00 a.m. – 3:00 p.m.
ELA	3-8 & 11	November 29, 2016 8:00 a.m. – 3:00 p.m.

The Assessment Section will cover the cost of substitutes for Hawaii Department of Education (HIDOE) employees serving on the committees (**sub code 15654571, reason 54**). Committee members who are not HIDOE employees will be paid a stipend of \$169 per day.

To be considered for participation in one or more of the committees, please complete the online application form at the AlohaHSAP portal website: alohaHSAP.org >> HSA-Alt >> Review Committee Registration; or you may follow the direct link to the registration site below:
<https://events.r20.constantcontact.com/register/eventReg?oeidk=a07ed8nsbldfb24b266>

The deadline for submitting your online application is **Friday, October 21, 2016**. You will receive a system-generated email confirming receipt of your online application form. After submitting your online application form, you will 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 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.

If you have any questions, please contact Carol Anton, Assessment Section, at (808) 733-4100 or via Lotus Notes.

TC:BR:cy

c: Assistant Superintendents
State Public Charter School Commission
Assessment Section