

**STATE OF HAWAII
DEPARTMENT OF EDUCATION**


P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

May 13, 2020

**ACTION REQUIRED
Due: June 5, 2020**

TO: Principals (All)
Public Charter School Directors (All)
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 the Hawaii State Alternate Assessment (HSA-Alt) Content and Fairness Item Review Committees. The committee meeting dates are July 15 – 17 for English Language Arts (ELA) and mathematics and July 16 – 17 for science. Each content area committee will meet virtually 8:00 a.m. to 3:30 p.m. with regular breaks provided. Committee participants must be available to serve during these times on all days scheduled for their content area and must meet minimum technology requirements in order to participate. Each content area committee will be responsible for grades 3-8 and 11.

The HSA-Alt Content and Fairness Item Review Committees will examine newly developed items for 2021 field testing. Panelists will be asked to review field test items for content accuracy, accessibility, bias, and sensitivity. This is being done to ensure that HSA-Alt items are accessible and appropriate for students with significant cognitive disabilities. Interested applicants should have strong content knowledge, an understanding of learning progressions, and familiarity with both general education and alternate test performance expectations. In addition, specific experience working with individuals with significant cognitive disability is desired.

Dates and times for the HSA-Alt Content and Fairness Review Committees are summarized below.

Content Area	Dates/Time	Location
ELA	Wednesday - Friday, July 15 – 17, 2020 8:00 a.m. – 3:30 p.m.	Virtual Meeting – See technology requirements listed below
Mathematics	Wednesday - Friday, July 15 – 17, 2020 8:00 a.m. – 3:30 p.m.	
Science	Thursday - Friday, July 16 – 17, 2020 8:00 a.m. – 3:30 p.m.	

PARTICIPANT TECHNOLOGY REQUIREMENTS

All participants will need a computer or mobile device that can be utilized for 8 hours a day, without disruption. Each device will need to be plugged into a power source or battery pack to work throughout the day. Recommended devices include a laptop, Chromebook, MacBook, home computer, or an iPad with an attachable keyboard.

Participants will need to confirm, prior to the virtual meeting, that they have an appropriate device and an up-to-date web browser such as Chrome, Firefox, or Safari. Participants will be required to have a working microphone available for use with their device, and it is required that all participants have either a built-in camera on their device or an external webcam to be used during the virtual meetings.

It is suggested that workshop participants ensure their internet connection meets the minimum requirement of 1 Mbps or better for computers and 3G or better for mobile devices prior to the workshop. Cambium will be utilizing GoToMeeting for the live sessions, which will be accessed via a meeting URL link provided to participants.

REGISTRATION

Applications are now being accepted from special education, general education, and English language learner teachers, advocates, experts, parents, and employers of individuals with significant cognitive disabilities. A link to the online application site can be accessed through the alohahsap.org website or by following the link: <http://bit.ly/AltReviewJuly2020>.

The deadline for submitting online applications is **Friday, June 5, 2020**. After submitting your online application form, you will receive a system-generated email confirming receipt of your information from the Cambium Assessment. 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. This confirmation email will contain additional information and meeting details for the selected committee panelists.

The Assessment Section will cover the cost of substitutes for Hawaii Department of Education (HIDOE) year-round employees serving on the committee (reason 54, sub code: 15654571 for DOE schools or 18055571 for public charter schools). Non-HIDOE employees and HIDOE employees at schools that are not currently in session will receive a stipend of \$178.42 per day.

If you have any questions, please contact Susan Forbes, Test Development Specialist at the Assessment Section via email at Susan.Forbes@k12.hi.us.

RL:sf

c: State Public Charter School Commission
Assessment and Accountability Branch