



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

February 8, 2019

**Due Date: February 22, 2019**

TO: Deputy Superintendent  
Complex Area Superintendents  
Principals (All)  
Public Charter School Directors (All)  
Public Charter School Executive Director  
Special Education Department Chairs  
HSA-Alt Test Administrators

FROM: Rodney Luke   
Assistant Superintendent

SUBJECT: **Hawaii State Assessment - Alternate (HSA-Alt) Cognitive Laboratory Item Review Committee**

The Assessment Section of the Office of Strategy, Innovation and Performance is recruiting special education teachers for an HSA-Alt Cognitive Laboratory Item Review Committee to be held on Monday, March 11 from 8:30 a.m. to 3:00 p.m. at the American Institutes for Research, Honolulu office. HSA-Alt Cognitive Laboratory Item Review Committee members will review and provide feedback on test items proposed for Hawaii's 2019 Spring Cognitive Laboratory Study. The Spring Cognitive Laboratory Study will focus on student responses to test items from three content areas: English language arts (ELA), math, and science. One sub-committee will be formed for each content area with items reviewed from each of the testing grades: grades 3-8, and 11. Interested applicants must be credentialed special education teachers who have experience working with students with significant cognitive disability in one of these content areas at the elementary, middle, or high school level.

To apply for the HSA-Alt Cognitive Laboratory Item Review Committee go to the online registration site: <http://bit.ly/AltCogLabReview2019> or follow the link found at the HSA-Alt portal: <http://alohahsap.org/> > HSA-Alt > HSA-Alt Test Administrator Training. **The registration deadline is February 22, 2019.**

Applicants will receive an automated confirmation email that verifies the online application has been successfully completed. *Note: This automated message does NOT indicate confirmation of committee selection.* If an automated confirmation email is not received within 24 hours of submission of the online application form, contact Emily MacGillivray at the American Institutes for Research (AIR), (808) 943-3906 or by email at [emacgillivray@air.org](mailto:emacgillivray@air.org)

**Completing the online application form does not guarantee selection for a committee.** Once committee members are selected, each selected committee member will receive a confirmation email from AIR. **Each applicant must receive the AIR confirmation email before attending the committee meeting.**

**Substitute Provision**

The Assessment Section will provide substitute teachers for special education teachers who are selected for the committee. Committee members may use the following codes to secure a substitute: reason code 54, DOE sub code 15654571 or charter school sub code 18055571.

**Travel Arrangements**

The Assessment Section will provide travel arrangements for confirmed committee members who are traveling from the neighbor islands to attend; confirmed committee members will be contacted to make travel arrangements *after* their application has been processed and approved.

For Oahu participants, the location of the HSA-Alt Cognitive Laboratory Item Review Committee meeting is 1601 Kapiolani Boulevard, Suite 900, Honolulu. Parking is available on-site; bring your ticket to the meeting to receive parking validation.

**Other Details**

Registration begins at 8:00 am. Bring a sweater or jacket as the session will be held in an air-conditioned high rise.

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  
Communications Branch  
Assessment and Accountability Branch