



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)  
Science Department Chairs

FROM: Cara Tanimura   
Interim Assistant Superintendent

SUBJECT: **Accepting Applications for the Hawaii Science Item Authoring Workshop**

The Assessment Section of the Office of Strategy, Innovation and Performance, in partnership with Cambium Assessment Inc. (CAI), is offering a face-to-face workshop for science teachers to become item (i.e., test question) authors for the Hawaii Statewide Assessment Program. Teachers who are interested in learning how test questions are developed, and how alignment to the Next Generation Science Standards (NGSS) is ensured, are encouraged to apply. Items being developed will be included in the Checkpoint system for use in developing standards-aligned, teacher generated tests.

This workshop is part of an ongoing effort to support educator assessment literacy. Participants will gain a deeper appreciation of the components of quality assessments by learning how to develop items that are aligned to the NGSS. Participants will receive instruction on content and item/task specifications, practical training in developing assessment items for classroom use, and participate in collegial discussion of assessment targets based on the NGSS performance expectations.

#### QUALIFICATIONS

Qualified educators include certificated elementary, middle, and high school teachers who are providing science instruction to students. Applicants should have a deep understanding of the NGSS for the grade level(s) taught.

This training is focused on fundamental item authoring skills; therefore, it is intended for educators who are interested in improving their item authoring skills by collaborating with novice item. Participants will work in groups by grade band (e.g., grade bands 3-5, 6-8, and high school) so a willingness to collaborate and provide constructive feedback is expected of all participants.

Workshop	Content Areas	Dates/Times	Location
Hawaii Science Item Authoring Workshop	Grades 3–5 Grades 6–8 High School Life Science	March 13–16, 2023 8:00 a.m. – 3:00 p.m.	CAI Honolulu Office

Participants will be compensated with a stipend of \$184.66 per day. In lieu of a stipend, the cost of substitute teachers will be provided for participants who will need one.

#### **TRAINING FORMAT**

This training will be in-person at the CAI's Honolulu Office located at 1601 Kapiolani Boulevard, Suite 900.

#### **PARTICIPANT TECHNOLOGY REQUIREMENTS**

All participants will need to bring a computer or mobile device that can connect to the internet wirelessly.

#### **SPECIAL NOTES**

- Participants must be able to serve on all four (4) 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**

If you would like to be considered for the Item Authoring Training, please complete the online application no later than February 24, 2023.

A link to the online application site can be accessed through the *alohahsap.org* website or by the following link: <https://tinyurl.com/HIsci2023>.

All registrants will receive an automated confirmation email that verifies that the online registration has been successfully completed. This automated message does NOT indicate confirmation of participation. All approved registrants will receive a second confirmatory email regarding acceptance for the specific training with further details about the schedule and any last-minute logistics. If an automated confirmation of registration email is not received within 24 hours of submission of the online registration form, contact Kathleen Hughes at Cambium Assessment by email at [kathleen.hughes@cambiumassessment.com](mailto:kathleen.hughes@cambiumassessment.com).

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

For additional information please contact Paul Dumas, Assessment and Accountability Branch, via email at [paul.dumas@k12.hi.us](mailto:paul.dumas@k12.hi.us) or by phone at 808-307-3636.

c: Assistant Superintendents  
Office of Curriculum and Instructional Design  
Office of Student Support Services