



STATE OF HAWAII  
DEPARTMENT OF EDUCATION

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

August 18, 2020

TO: Deputy Superintendent  
Complex Area Superintendents  
Public Charter School Executive Director  
Principals  
Public Charter School Directors  
Student Services Coordinators  
Special Education Department Chairs  
Special Education Teachers  
Test Coordinators

FROM: Rodney Luke   
Assistant Superintendent

SUBJECT: **Accessibility and Accommodations for State Tests in School Year 2020-2021 and Webinars for Special Education Educators**

Please be informed that the deadlines for submitting requests for accommodation on state tests for students with Individualized Education Programs (IEPs)/504 plans are as follows:

- **Monday, November 2, 2020** for testing in the fall 2020 semester (Smarter Balanced English Language Arts and math and End-of-Course exams in high schools with block scheduling, Smarter Balanced Interim Assessments and Science (NGSS) Interim Assessments); and
- **Friday, January 15, 2021 deadline** for testing in the spring 2021 semester.
- **Accommodations verified for School Year (SY) 2019-2020 will be carried over for SY 2020-2021 unless there have been changes to a student's IEP, in which case, the test coordinator should contact the Assessment Section.**

In all cases, test coordinators are advised to submit test accommodation requests no later than 10 days prior to testing. Consult the [Accessibility and Accommodations](#) page on the [alohahsap.org](http://alohahsap.org) website for more information.

**Webinars for Special Education Educators**

There is revised guidance on the use of many of the available supports and a new process for both identifying appropriate student accommodations and for submitting that information to the Assessment Section. The Assessment Section is offering virtual webinars on state test accommodations.

These webinars are intended for:

1. Special education teachers
2. Special education department chairs
3. Student services coordinators

Participants will:

- receive information on the availability and appropriate use of accessibility supports for state assessments;
- learn to use the new state test accommodation guidelines as a basis for school IEP/504 team decisions; and,
- be informed of the new procedures for submitting school IEP/504 teams' state test accommodation decisions.

Training sessions will be provided via WebEx from 2:30 to 3:30 p.m. on the dates listed below. Time is set aside in each session for questions and answers. Please visit the webpage ([Accessibility and Accommodations](#)) for more information on accessing the WebEx meetings.

Training materials will be posted before the training for participants to preview. No registration for the training sessions is required. All live webinar sessions will be recorded and made available on the same website.

#### **Fall 2020 State Testing Accessibility and Accommodation Training (2:30 – 3:30 p.m.)**

<b>Date</b>	<b>Webinar Topic</b>
August 24, 2020	1. New State Test Accommodation Request Process
August 28, 2020	2. Overview of Accessibility Supports for State Tests
August 31, 2020	3. Universal Tools and Designated Supports for State Tests
September 4, 2020	4. Text-to-Speech and Read Aloud State Test Accommodations
September 11, 2020	5. Scribe, Speech-to-Text, and Word Prediction State Test Accommodations
September 18, 2020	6. Multiplication Table and Calculator State Test Accommodations
September 25, 2020	7. Low-Risk and Print-on-Demand State Test Accommodations

To assist school IEP/504 plan teams with decision-making in the first quarter of the school year, the first two webinars (see below) will be prerecorded and posted on the same webpage by *Tuesday, August 18, 2020*. Virtual office hours will be held from 2:30 to 3:30 p.m. on September 14, 21, and 28, and October 12, 19, and 26, 2020, to answer questions about the test accommodation guides and the test accommodation request process.

If you have any questions, please email Elaine Lee at [Elaine.Lee@k12.hi.us](mailto:Elaine.Lee@k12.hi.us) or Susan Forbes at [Susan.Forbes@k12.hi.us](mailto:Susan.Forbes@k12.hi.us), Test Development Specialists, Assessment Section.

RL:el

c: Assessment and Accountability Branch