

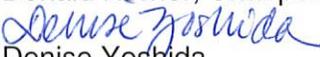


STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
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OFFICE OF THE SUPERINTENDENT

March 31, 2015

TO: Kathryn Matayoshi, Superintendent
Ronn Nozoe, Deputy Superintendent
Donald Horner, Chairperson, BOE Audit Committee

FROM: 
Denise Yoshida
Internal Audit Director

SUBJECT: **Student Assessment Administrative Review – Phase 1 Report**

In connection with the Department of Education's Internal Audit Plan, Internal Audit performed a "Student Assessment Administrative Review." The purpose of this project was to review Assessment and Accountability Branch's internal controls and business processes over the administration of student assessments, including the distribution and maintenance of student assessment material and the collection and reporting of student assessment results. The review also focused on assessing the design and operating effectiveness of controls over student assessment data to ensure data is adequately secured and controlled. This review excluded an assessment of the controls and processes associated with the development of student assessments.

On August 18, 2014, the memo initiating the Student Assessment Administrative Review was issued and the review was performed between August 2014 and March 2015. This review was conducted based on procedures in place in SY2013-2014 and SY2014-2015.

Attached is the *Student Assessment Administrative Review – Phase 1 Report* which contains our observations, recommendations, and management's responses. If you have any questions, please contact Amy Surratt, Audit Specialist, at 586-3325 or Lotus Notes.

DY:AS:jy

Attachment

c: Alison Kunishige, Executive Director, BOE
Tom Saka, Director, Assessment and Accountability Branch
David Moyer (TA), Director, Data Governance and Analysis Branch
Keith Kameoka (TA), Administrator, Evaluation Specialist, Accountability Section
Brian Reiter, Administrator, Test Development Specialist, Assessment Section
Jan Fukada, Institutional Analyst, Data Governance and Analysis Branch
Board of Education
Internal Audit Office