

## **Benchmark Writing Agenda**

### I. Set Goals

### II. Review existing curriculum and calendar using standards and benchmark calendar.

- A. Identify essential standards.
- B. Review concerns/criticisms of curriculum / scope and sequence submitted by teachers.

### III. Train item writers.

- A. Instruct process for test item writing.
- B. Provide template for item writing.
- C. Practice item writing.
- D. Jury items.

### IV. Produce benchmark assessments.

- A. Select/write five items for each standard tested.
- B. Select/create accompanying graphics and text passages as needed.
- C. Identify the correct answer for each item.
- D. Submit draft to consulting teacher.
- E. Writers sign confidentiality statement.

### V. Edit benchmark assessments.

- A. Schedule review session for teacher input.
- B. Invite teachers to attend editing session.
- C. Teachers sign confidentiality statement.

### VI. Edit final draft of assessments (consulting teachers).

- A. Revise items / graphics per review.
- B. Load standards and answers in District Assessment Software Program [DASP].
- C. Assessment is saved following district naming conventions.\*
- D. Assessment is delivered to Assessment office for printing and distribution.

\*See CUR-F007