

# Benchmark Writing Notes

Date: \_\_\_\_\_

Subject Area \_\_\_\_\_

Grade Level \_\_\_\_\_

Facilitator:  
Note Taker(s):

Place:

## Agenda

### I. Review existing curriculum and calendar using standards and assessment calendar

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

### II. Train item writers

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

### III. Produce benchmark assessments

	A. Select/write five items for each standard assessed	
	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	
	F. Other	

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Consulting Teachers

### IV. Edit benchmark assessments

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

### V. Final copy of assessments

	A. Revise items / graphics per review	
	B. Load answers in District Assessment Software Program [DASP]	
	C. Assessment is saved following district naming convention*	
	D. Assessment is delivered to Assessment office for printing	
	E. Other	

\*grade/course name.BMK\_\_\_\_.year  
7Science.BMK1.1011  
USH.BMK2.1011  
6.Rd.BMK3.1011  
Algl.BMK1.1011  
Engl.BMK1.1011

Reading = Rd    Language Arts = LA    Biology = Bio    USH = US History