

Benchmark Revision Agenda

I. Set Goals

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

- A. Review essential skills.
- B. Review concerns/criticisms submitted by teachers.
- C. Review data.

NOTE: Twenty percent revision of benchmark items is recommended by WestEd.

- D. Sign confidentiality form [[CUR-F006](#)].

III. Write/Revise benchmark assessments

- A. Replace graphics.
- B. Replace text passages.
- C. Rewrite items.
- D. Revise answer key.
- E. Submit draft to consulting teacher.

IV. Edit revised benchmark assessments

- A. Benchmark reviews will be scheduled on designated dates at a central location.
- B. Teachers in the district will have the opportunity to attend the benchmark reviews.

V. Edit final draft of assessments (consulting teachers)

- A. Conduct final editing.
- B. Revise items as indicated by review team.
- C. Improve graphics.
- D. Load standards and answers into District Assessment Software Program [DASP].

VI. Turn in final revision of benchmarks to Assessment Office.