

Benchmark Revision Notes

Date: _____

Subject Area _____ Grade Level _____

Facilitator:
Note Taker(s):

Place:

Agenda

I. Review existing curriculum scope & sequence and calendar using standards and benchmark calendar

	A. Review essential skills	
	B. Review concerns/criticisms submitted by teachers	
	C. Review data	
	D. Sign confidentiality statement	
	E. Other	

II. Revise benchmark assessments

	A. Replace graphics	
	B. Replace text passages	
	C. Rewrite / rewrite items	
	D. Verify standards match pacing	
	E. Revise answer key	
	F. Other	

III. Peer review

	A. Edit / revise benchmark draft	
	B. Estimate time for benchmark	
	C. Other	

IV. Final steps

	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