

POLICY

SOMERSET COUNTY BOARD OF EDUCATION

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Subject: Benchmarks and Common Assessments	Date Approved: February 17, 2009 November 15, 2016 Date Effective: February 17, 2009 November 15 2016

1. **PURPOSE**

To establish guidelines for the improvement of instruction through the administration of benchmarks and common assessments

2. **PHILOSOPHY**

Formative assessment is administered during the learning process so that teachers can verify that critical skills and content have been learned and re-teaching is not necessary. With the advent of high stakes testing, it is critical that teachers can correct problems on a timely basis. Formal benchmarks and common assessments whose scores are recorded within a data warehouse, provide critical data for teachers and administrators to help students be successful. If designed purposefully, benchmarks and common assessments can also provide practice with the test format used for required standardized tests. In addition to help for individual students, benchmark and common assessments also provide information for program and curricular evaluation.

3. **PROCESS**

- A. Benchmarks and common assessments will be developed under the direction of the content supervisors and selected instructional staff and will follow approved curricular documents.
- B. The content supervisors will prepare benchmark schedules in accordance with the school calendar. Common assessment administration will be established with input from school instructional staff.
- C. Results from benchmarks and common assessments will be placed into the data warehouse and professional development both on the data warehouse software and data analysis will be provided to all certificated staff.
- D. The instructional staff will develop procedures for review of results by teachers, administrators and other staff members so that timely instructional decisions can be made.

- E. Benchmarks and common assessments are continually reviewed and revised as needed.
- F. All teachers teaching a course that has county developed benchmarks and common assessments will administer the benchmarks and common assessments following established guidelines.