

**Please e-mail or give a hard copy to Kristy of the following as I will be keeping a master file of district benchmark exams:**

\_\_\_\_\_ blank copy of the test

\_\_\_\_\_ copy of rubrics or check-lists used to score essays or performance-based questions

\_\_\_\_\_ rules for the administration (time limits, when given, etc.) – these may be the directions for the test and written on the test itself

\_\_\_\_\_ an answer scantron (with special scoring notes if anything is weighted differently, explanations for scoring extended responses, etc)

\_\_\_\_\_ item analysis (explaining what skill each question is assessing)