

# ADMINISTERING BENCHMARK ASSESSMENTS IN CIM

CPS Benchmark Assessments are created three times each year in CIM by the Department of Student Assessment (DOSA). Teachers can use them to assess students' mastery of grade level/course content throughout the school year. The test IDs and student passcodes for online assessment administration are located in the CPS [Knowledge Center](#).

CIM gives you options for online administration and/or scoring. This document will assist you with locating the CPS Benchmark Assessments in CIM.

**Step 1\*:** Retrieve the test name and ID for the desired test in the CPS [Knowledge Center](#).

**Step 2:** Locate the Benchmark Assessment in CIM.

**Step 3.** Decide whether to A) Administer the test online or B) in paper and pencil form.

**Step 4.** Administer the test by A) distributing online passcodes or B) printing and distributing test documents.

**Step 5.** Score tests as needed.

**Step 6.** Interpret Results using Item Analysis and Standards Mastery Reports through [The Student Performance Data](#).

\* see screenshots on page two

Note: You can also create your own formative assessments in CIM to administer online or on paper using the links on the right.

[CIM: Quick Start Guide on Test Creation and Online Administration](#)

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[Creating A Test \(Using An Item Bank for English Teachers\)](#)

[Creating A Test \(Using An Item Bank for Math & Science Teachers\)](#)

[Creating A Test](#)

[Locating And Scoring A Test](#)

[Administering Online Tests](#)

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*Each title above is a quick link to an online guide. You can also locate the guides in CIM on the **Outreach** Tab under **Assessment Admin..***

# CIM: Find a Test

## Test Central

**Find a Test** Create Test

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Test Name/ID:    
 Subject:    
 Grade Level:  to    
 Admin Date Range:

**Test Stage**

Private Draft  Scheduled   
 Public Draft  In Progress   
 Ready  Completed

**Notes:**  
 - Enter the Test Name (Benchmark) or Test ID (located in the Knowledge Center)  
 - If Benchmark is entered: - Select the desired Subject  
 - Grade level  
 - Desired School Year  
 Note: CIM only displays current year Assessments. Change the Admin Date Range to see tests created in previous years.

Results 1 - 8 of 8

Test Name	Test Category	Subject	Grade Level	Test Stage	Start Date	End Date
CPS Quarter 3 Benchmark Literacy Grade 9 SY15-16	District Formative Assessment	English Language and Literature	9	In Progress	02/08/2016	06/20/2016
CPS Quarter 3 Benchmark Literacy Grade 9 SY15-16 - Spanish	District Formative Assessment	English Language and Literature	9	In Progress	02/08/2016	06/20/2016
CPS Quarter 2 Benchmark Literacy Grade 9 SY15-16	District Formative Assessment	English Language and Literature	9	In Progress	12/07/2015	06/20/2016

### CPS Quarter 3 Benchmark Literacy Grade 11 SY15-16 - Spanish [22358]

Online Passcode:  **Students need the Online Passcode to take the test online.**

**Test Stage**

**Test Actions**

- Copy Test
- Delete this Test
- Score Test
- View Usernames
- Preview Online Test
- Student Test Booklet (.pdf | .doc)
- Answer Key (.pdf)

**Notes:**  
 - Copy Test: If you want to make edits to a Benchmark Test.  
 - Delete This Test: Only available for tests that you create.  
 - Score Test: Used to score open response items.  
 - Preview Online Test: Allows you to view the test as a student.  
 - Student Test Booklet: To administer the test on paper.  
 - Answer Key: Displays answers to the test.