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: Find a Test

1. Find a Test
2. Enter Test Name (Benchmark) or Test ID
3. Select Subject, Grade Level, and Desired School Year
4. Select Desired Test

Test Central

Test Name/ID
Enter Test name or ID
If Benchmark is entered:
- Select the desired Subject
Grade Level
- Grade level
- Desired School Year
Admin Date Range
2015-2016

Test Stage
- Private Draft
- Public Draft
- In Progress
- Ready
- Completed

Select Desired Test

- CPS Quarter 3 Benchmark Literacy Grade 9 SY15-16
- CPS Quarter 3 Benchmark Literacy Grade 9 SY15-16 - Spanish
- CPS Quarter 2 Benchmark Literacy Grade 9 SY15-16

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

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

Test Stage
- Private Draft
- Public Draft
- Ready To Schedule
- Scheduled
- In Progress
- Completed

Test Actions
- 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