



Benchmark Assessment Checklist

Before the Assessment		
<input type="checkbox"/>	Check the Growth Dashboard to determine when the assessment is scheduled. If not scheduled by the district, assign the assessment.	Assign an Assessment
<input type="checkbox"/>	Adjust any student assessment settings needed.	Adjust Assessment Settings
<input type="checkbox"/>	Preview the assessment tasks and plan the assessment schedule. Consider assessing in small groups so you can more closely monitor students, cut down on background noise, and quickly address any tech issues.	Task List Task Examples
<input type="checkbox"/>	Prepare students by reminding them to keep going and do their best, even if they make mistakes. Consider playing the linked video to help prepare students.	Student Video

During the Assessment		
<input type="checkbox"/>	Maintain an Encouraging Environment <ul style="list-style-type: none"> Assessments should take ~20 minutes. For breaks, have students finish the current task and log out; the assessment resumes upon login. Final task: one-minute grade-level passage. <ul style="list-style-type: none"> If the student says nothing or reads <7 wcpm, they receive a passage one grade lower. For each minute <7 wcpm, the passage drops one additional grade. 	
<input type="checkbox"/>	If technical difficulties arise, utilize the troubleshooting document or email EPS Support at support@epslearning.com . Also, use our chat feature on our support hub.	Tech Troubleshooting Support Hub

After the Assessment		
<input type="checkbox"/>	Check the ISIP Assess tile on the Growth Dashboard to see Assessment Completion	ISIP Assess Tile
<input type="checkbox"/>	Check the following reports for assessment results <ul style="list-style-type: none"> Benchmark Report - Benchmark scores Progress Report - Listen to assessment passage Class Progress Report - Look here for growth 	Reports Reference Sheet
<input type="checkbox"/>	Conference with students using reflection materials. Consider playing recordings from Progress Report	Goal Setting Growth Graphs