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A. Short-Cycle and Benchmark Assessments and assesTrax

The administration windows for short-cycle and benchmark assessments housed in assesTrax may be viewed on the system assessment calendar. Information about the assessments and assesTrax is available on BCPS' Intranet and may be accessed using either of the following links:

[Short-cycle & Benchmark Assessments](#)

https://intranet.bcps.org/offices/special_projects/default.html

All staff members who have responsibilities for implementing the assessment program should review the online information. The following topics are among those addressed on the Web site:

- Assessment Administration
- Managing Assessment Materials
- HELP Information
- Directions to Access AssesTrax
- Roles of Elementary School Assessment Liaisons (ESALs) and Department Chairs (DCs)

Principals, ESALs, department chairs, and technology liaisons will continue to receive direct e-mail updates (SCA/BMA Notices) regarding the program.

B. SCA/BMA Notices

ESALs, DCs, technology liaisons, and principals will receive assessment-related updates in the form of emailed SCA/BMA Notices. The notices contain information about calendar changes, test item errors, and other issues related to the assessment program.

ESALs and DCs should distribute these notices via email or hard copy to all staff involved with the assessments.

C. Training for ESALs and DCs

ESALs and department chairs will be invited to attend a training/refresher session on implementation of the short-cycle and benchmark assessments. Technology liaisons and school administrators will also be welcome to attend. The session(s) will be announced in an upcoming SCA/BMA Notice.