

Pro-Core⁺ Assessment System – Online Procedures Checklist

In order to take advantage of the full power of the Pro-Core⁺ Assessment system, we recommend that your students be grouped, enrolled and/or tested by individual subject teacher classes—not by homeroom teachers nor by large subject-only groups.

Preliminary Preparations

- Contact Ben Hemingway when your Purchase Order is forthcoming.
- Download the relevant sections from the **Pro-Core User Manual** from the Pro-Core website: <http://pro-core.us/manuals.html>
- Ben will contact TWM Services: Frank Cotturo will email you a Pro-Core **Order Form**. Included will be a school **Data File template** for student and teacher enrollment.

At least one week prior to your planned testing date

- Return your Order Form and school Data File to TWM Services (Frank Cotturo)
Be sure to include your planned Beginning and Ending Dates for the Form A pre-test
- Your students and teacher classes will be automatically enrolled into the system, and your Contact Person will be sent teacher and student log-in information.

Before your planned testing date

- Work with teachers and students in becoming familiar with the Pro-Core system by using the Teacher and Student pages and samples from the online **Pro-Core SCWA Guides**
 - o Teachers should log into the system to confirm their classes and enrollments.
 - o Students should log into the system to confirm their class assignments and take the Practice Test

During the diagnostic pre-test:

- Follow the instructions for Test Administrators in the **Pro-Core User Manual**, Section D
- Inform students that they will be allowed to submit their completed test only one time.

After the test:

- The Pro-Core⁺ School Reports program and test results will be sent to you and posted in each teacher's online grade book within 3 days after your *official* test Ending Date.

*NOTE:

- Pro-Core technical assistance is provided at no additional charge.
- After the initial Pro-Core student and teacher enrollments, school personnel will be responsible to *manually* add new students or teacher classes or to move students to new classes. Instructions are available in the online **Pro-Core SCWA Administrator and Teacher Guides**

Contact Information:

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Pro-Core⁺ Online Assessment System
Frank Cotturo, TWMS@windstream.net Technical help for data file enrollment and Pro-Core⁺ School Reports, 440.298.1511 (10 a.m.- 5 p.m., Mon.-Sat.),