

Administering the Pro-Core Online Assessments

This section contains information about recommended procedures for administering the Pro-Core online tests Form A or Form B.

- Instructions for the Test Coordinator (Principal or Contact Person)
- Instructions for the Test Administrator (Teacher)
- Selected Pro-Core Report Descriptions

Instructions for the Test Coordinator/Administrator

***IMPORTANT:** Pro-Core Security Guidelines require that the school's Test Coordinator/Contact Person or Administrator is responsible for monitoring the pre- and post-tests. No previewing of the pre- or post-tests is allowed. No printed or "alternate media" copies of the pre- and post assessment must be made to maintain assessment security.

BEFORE THE ASSESSMENTS:

1. You will receive a list of teacher and student user names and passwords for logging into the online Pro-Core Assessment System
2. Teachers should log into the system a week before the Form A diagnostic pre-test is administered to confirm teacher class and student enrollment are accurate, and to become familiar with the various system features and commands.*
3. Students should then be allowed to log into the system. A "Practice Test" is available so that students may become comfortable with answering questions and submitting responses.* Students should:
 - Become familiar with messages, like "You have not answered all the questions."
 - Know the difference between SAVE TEST and FINISH TEST.
 - Know that Bookmarking is automatically activated when they open a test and after each question answered.
 - Understand how to move from one question to another, and going back to previous questions.
 - Be encouraged to finish a test in one sitting. Students are NOT allowed to re-take the test once their answers are submitted.
4. The four tests may be administered over a 4-day period (Math on Monday, Science on Tuesday, Social Studies on Wednesday, Reading on Thursday, and make-ups on Friday).
5. Alternate seating and/or mixing the timing of the start of the Form A/B online assessments should be arranged so that students are not answering the same questions at the same time. This is necessary for the pre- and post-tests because they are set to "static" mode. It is the responsibility of the Test Administrator to oversee the test-taking procedure.

***Additional User Guides for administrators, teachers and students are available online on the Pro-Core web site support page. Go to <http://Pro-Core.us/support.html>**

DURING THE ASSESSMENTS

1. **Relaxed assessment:** We recommend the first assessment be relaxed. It is helpful to slowly move the students toward a more structured atmosphere as you approach the end-of-course achievements test.
2. **Length of test:** Each assessment takes approximately 1 to 1.5 hours.
3. **Test Monitoring:** The test administrator should walk around the room, checking that students are “on task” and not talking with other students or looking at other students’ monitors. Be sure students save or submit their responses before logging-off the system.

AFTER THE ASSESSMENTS:

1. Check that students have correctly logged-out of the system, and any scrap paper or notes have been disposed of.
2. Test results and special School and “On-Track” Reports will be available at the end of the school testing period.

Selected Pro-Core Report Descriptions

Below is a brief description of the basic reports. The three critical reports that should be printed for teachers are 2, 3 and 4. It is recommended that you share the School Standards Summary report with the teachers as well.

These reports can be printed directly from the **Main Menu** of the Pro-Core School Reports Program.

1. **School Standards Summary:** This is a school Content Standards summary report. Besides giving you school and class averages, it can be used as a starting point for your students.
2. **Class Ranking:** This gives a lot more detail by ranking benchmarks/grade level indicators from weakest to strongest. This is a great report for analyzing class strengths and weaknesses.
3. **Grouping Report:** A minimum of two questions are given on each test for every benchmark/grade level indicator. They are numbered across the top of the chart and are listed on the second page so you know which Benchmark/GLI each number corresponds to. This report shows a + (plus) sign if the student correctly answered both questions; a - (minus) if they missed one; a gap indicates the student missed both questions.
4. **Item Response Analysis:** Each of the four responses will have a % of students choosing A, B, C & D. This is helpful in identifying student misconceptions. The correct answer will be indicated by an asterisk.

There are 20 additional school, class/teacher, and subject reports available in the Pro-Core School Reports Program. There are 15 progress reports that may be generated from the **NEW** On-Track data tool module. Samples of the additional Pro-Core Reports are contained in the *Appendices* of this Manual.

See further important information about printer setup and printing various reports in Section I of this Manual.

Information about the Pro-Core Short Cycle Web Assessment (SCWA) program and reports is contained in a separate manual available from the Pro-Core online Support page: Go to <http://Pro-Core.us/support.html>