Pro-Core[+] Assessment Systems – <u>Paper-Pencil</u> (Response Scan Sheet) Procedures Checklist*

One month or more before your planned testing date:

☐ Contact Ben Hemingway when your Purchase Order is forthcoming.

☐ Download the pdf **User Manual** from the Pro-Core website: http://pro-core.us/manuals.html
  The *Complete Guide to Pro-Core* contains detailed preparation and administration information

☐ Ben will contact TWM Services: Frank Cotturo will email you the **Pro-Core Order Form**.
  IMPORTANT: Special security procedures are in effect this year if your school intends to use the Pro-Core assessments to help determine student growth and teacher effectiveness.*

☐ With the Order Form will be a **Data File** *template* for ordering pre-printed scan sheets for the paper-pencil assessments. **NOTE**: Form A tests *must* be administered prior using the Pro-Core online system.*

Three to four weeks prior your planned testing date:

☐ Return your Order Form and School Data File to TWM Services (Frank Cotturo) to ensure that your pre-printed Student Response scan sheets are processed and shipped to you in a timely manner.*
  IMPORTANT: The scan sheet processing, pre-printing, and shipping take 2 to 3 weeks.

One to two weeks before your planned paper-pencil testing date:

☐ You will be contacted by email regarding scan sheet shipment and delivery information.

Upon delivery of your scan sheets:

☐ Check the enclosed printed scan sheet list, and save the pre-paid return UPS mailing label and boxes for returning the response forms.*

☐ Have new students fill-in their name and ID numbers on the blank scan sheets prior to the testing date.

Before and During the test:

☐ Follow the instructions for Principals and Teachers in the **Pro-Core User Manual** which can be downloaded from the *Pro-Core* website at: http://pro-core.us/manuals.html

After the test:

☐ <u>Remove</u> any paper clips, rubber bands, etc. from the teacher class sets, and ship the completed scan sheets to TWM Services using the pre-paid UPS label and shipping box. Put balled newspapers in the top of the shipping box if there is empty space there to prevent the sheets from shifting.*

☐ Keep the unused scan sheet forms. **NOTE**: Do <u>not</u> return the assessments; they **MUST** be destroyed.*

☐ The Pro-Core[+] School Reports program will be sent to you 3-5 days after your shipment is received.

☐ Your test results will be uploaded to the students enrolled in the Short Cycle Web Assessment system.

Upon Web-enrollment:

☐ 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

*<u>NOTE</u>:
  • **Pro-Core Security Guidelines require that the school Test Coordinator be responsible to secure all copies of the Form A pre-tests and Form B interim/post-tests prior to administration. Form B tests MUST be destroyed afterward. No paper-pencil test questions should be shared before administration.**

Additional charges may incur for the following:
  • Your Scan Sheet Order/data file is sent less than 3 weeks before your planned testing date.
  • You require a "rush" or expedited order to be shipped overnight.
  • You lose the pre-paid UPS return shipping label, and a new one must be issued.
  • You require additional response forms to be sent after you receive the main shipment.

Contact Information:

Ben Hemingway, CEO, 513.827.0363 (office, cell & fax); email Heminway@pro-core.us
Pro-Core[+] Short Cycle Web Assessment System
Frank Cotturo, Tech help for data file enrollment, scan sheet pre-slugging, and
Pro-Core[+] School Reports (FileMaker) software
(10 a.m.- 5p.m., Mon.-Sat.), 440.298.1511; email TWMS@windstream.net