

Completing your Order Form For Paper-Pencil Testing and/or Web-First Enrollment

You have two options to obtain copies of the Pro-Core Diagnostic Assessments (paper-pencil tests):

1. You may print copies of the test at your school using our pdf **Master Copies***, or
2. You may order the tests from our **printing contractor**.

***IMPORTANT:** Pro-Core Security Guidelines require that the school Test Coordinator/Contact Person be responsible to secure all copies of the Form A pre-tests and Form B interim/post-tests prior to administration. Form A tests may be retained and used for instructional purposes, but Form B tests must be destroyed immediately after the test is administered. No test questions should be discussed or shared before the test is administered.

You will use the 2-page **Pro-Core Order Form** (see Appendix C). Pro-Core tests are revised each year; you should have destroyed any old versions of the test. You must use the most recent revision of the tests to obtain accurate test results.

If you are planning to administer the paper-pencil versions of the Pro-Core pre-test (Form A), you may need to structure your Data File a bit differently than you would to simply enroll students into the online system. That depends on how you answer the Enrollment and Data File options on your Order Form (see below).

Completing Your Pro-Core Order Form (page 1)

Be sure to complete all the requested information on your Pro-Core Order Form. Missing information may delay the printing and shipping of your scan sheet order.

- Enter your district and school name
- Enter the total number of individual students being enrolled on the top of page 1
- Select **ONE** Enrollment option (#1 or 2)

Pro-Core TWM Educational Support and OMR Scanning Services
7450 Leroy Thompson Road • Thompson, OH 44086 • (440) 298-1511
>>> RETURN THIS FORM via e-mail to: TWMS@WINDSTREAM.NET <<<

Directions: Complete this paper-pencil tests Order Form (2 pages) by typing in the shaded boxes. Save this file with your school or district name and attach it to an email along with your Data File as instructed below. Please fill-in all the information that applies. Incomplete information will delay your school's startup in the Pro-Core (P-C) system. Go to <http://pro-core.us/support.html>, and download the *PRO-Core User's Manual* for more information.

IMPORTANT: Please complete a separate Order Form for each school IF you are ordering scan sheets or paper tests shipped to different building addresses.

District Name: School Name (if separate):

➤ = Total Number of Students in this district or school being enrolled into the Pro-Core online system

➤ **Select ONE Enrollment option:**

1. We will be administering P-C paper-pencil tests to all students *using pre-printed scan sheets*. We will return our test response scan sheets in the order we want students and teachers *enrolled* into the P-C online system.

2. We want "web enrollment" of some students and teachers into the PC system for online testing. We will be administering P-C paper-pencil tests to other students *using pre-printed scan sheets*. We will return our test response scan sheets in the order we want students and teachers *enrolled* into the P-C online system.

Type your responses in the shaded areas

Select ONE Enrollment option

Select Enrollment **Option 1** if you intend to administer the Pro-Core paper-pencil diagnostic tests to all students. We will enroll your students, teachers, and classes into the Pro-Core Short Cycle Web Assessment (PC SCWA) online system within 3-5 days after we receive your test response sheets for scoring. **Please be aware that your returned scan sheets MUST be in the order you want the students and teacher classes enrolled into the online system.**

Select Enrollment **Option 2** if you intend to administer the Pro-Core paper-pencil diagnostic tests online to only some students, while other students will need pre-printed response scan sheet for paper-pencil testing. (see Data File Option 2 below) We will send you pre-printed scan sheets for the latter group. **You will then return your completed test response scan sheets in the order you want your students, teachers and classes enrolled in the PC SCWA online system.**

Next, select **ONE** Data File Option (#1 or 2):

Select ONE Data File option in the shaded area

> **Select ONE Data File option:**

1. The Data File we are sending is for ordering pre-printed scan sheets for Pro-Core paper-pencil tests only. *

2. The Data File we are sending contains worksheets for "web enrollment" for online testing of some students AND for ordering pre-printed scan sheets for other students. The web enrollment data file is grouped by teacher classes as recommended in the Pro-Core User's Manual. *

Select Data File **Option 1** if your data file is organized in the order you want to distribute your pre-printed test response scan sheets to teachers and students for paper-pencil testing.

Select Data File **Option 2** if your data file contains a worksheet that is organized for web-enrollment of some students and teachers-classes for online testing, and another worksheet that is organized for pre-printing of scan sheets for paper-pencil testing by a different group of students. **You may also submit 2 separate data files for option 2 as long as they are clearly titled.**

This option is also useful if some of the students and teacher classes you are enrolling in the online system will NOT be taking the PC diagnostic paper-pencil test. i.e. if your enrollment data is quite different from your testing data.

In order to take advantage of all the special features of the Pro-Core system, we recommend that you group, enroll and/or test your students by individual subject teacher classes—not by homeroom teachers nor by large subject-only groups.

Shipping Information

Select your *tentative* testing dates and type-in your shipping and contact information.

FORM A[†] *paper-pencil* Testing Date: 09/02/13 [select] FORM B[‡] *paper-pencil* Testing Date: 01/02/14 [select]
[†]Initial Testing Date for pre-test at the beginning of school year. [‡]Follow-up Testing Date for interim or post-test, given later in year.

Ship to Building Name:

Ship to Address: City: State: Zip:

Contact Person: Title of Contact person:

Email: Email cc: Phone:

Special Shipping/Delivery instructions:

Type-in requested info

Estimating Scan Sheet Counts

Complete the next *shaded* section of the Order Form by estimating the number of Student Response scan sheets and Teacher Cover sheets you will need to administer the Pro-Core diagnostic paper-pencil assessments.

Enter below, the number of <u>Student Records</u> , and estimate the maximum number of <u>pre-printed P-C Student Response Scan Sheets--if needed</u>		Enter below, the number of <u>Teacher Names</u> , and estimate the maximum number of <u>pre-printed P-C Teacher Cover Scan Sheets--if needed</u>	
Total Number of <u>unique Student Records</u> included in the attached Data File	Total <u>Pre-Printed Student Response Scan Sheets</u> needed	Total Number of <u>unique Teacher Names</u> or individual teacher classes to be enrolled	Total <u>Pre-Printed Teacher Cover Scan Sheets</u> needed
• Number of <u>extra non-pre-printed Student</u> Response scan sheets for P-C paper-pencil testing (only).		• Number of <u>extra non-pre-printed Teacher</u> Cover scan sheets for P-C paper-pencil testing (only).	

Type-in scan sheet counts

In the **first column**, enter the number of *individual students* who are taking Pro-Core paper-pencil diagnostic tests.

In the **second column**, estimate the number of student response scan sheets you need. The number of Student Response scan sheets you need may vary between 1 and 4 per student. It will depend on whether the students are enrolled in a “self-contained” class with the same group of students having the same teacher in two or more subjects (common in elementary schools), or whether the students are enrolled in “non-self-contained” classes with students having different teachers for different subjects—common in secondary schools. **Students in self-contained classes in the same teacher class group can mark their responses for up to 4 subjects on one response sheet. (see Appendix C)**

In the **third column**, enter the number of *individual teachers* who are administering the Pro-Core paper-pencil diagnostic tests.

In the **fourth column**, estimate the number of teacher class cover scan sheets you need. The number of Teacher Cover scan sheets you need will depend on whether the teachers’ classes are “self-contained” with teachers teaching the same group of students in two or more subjects (common in elementary schools), or whether teachers teaches different groups of students in “non-self-contained” classes in the same or different subjects (common in secondary schools).

In the latter case, teachers will need a different Teacher Cover sheet for each different class group. NOTE: See Section G titled “Grouping Students and Organizing Your School Data File” for more information on setting up and organizing your data file.

Finally, estimate the number of “**blank**” scan sheets you will need for new students who may enroll in your school prior to test administration or for additional teacher classes. We minimally send an additional 5% blank scan sheets with your order.

Save page 1 of your Order Form document using the name of your school. Then go on to page 2.

Completing Your Pro-Core Test Order Form (page 2)

The Test Order form is a MS Word document template that allows you to save the form with your information in a standard Word document (.doc) format. Simply select or type your responses directly in the spaces provided on the form.

LISTEN, LEARN, ADAPT
www.pro-core.us

pro core
CCSS Focused Diagnostics

Pro-Core Assessments Order

Use this page to order copies of your Pro-Core assessments that you intend to administer in **paper-pencil** format. **ALL tests have been revised.** The current versions are labeled 1.x, so you should discard previous versions of the test. **IF you want different subjects or grade levels of the tests sent directly to separate schools, please complete a separate Assessments Order Form for each separate school.**

Type-in requested info → District Name: School Name (if separate):

→ Select a Beginning Form A test date: Select an Ending Form A Test Date:

Contact Person Name: * Title of Contact person:

Contact Person Email: Email cc: Phone:

Normally, you will complete ONE form for all district schools administering the tests. The Master Copies will be emailed to the district Contact Person named above.

***IMPORTANT:** Pro-Core Security Guidelines require that the school Test Contact Person be responsible to secure all copies of the Form A pre-tests and Form B interim/post-tests prior to administration and the total destruction afterward. No paper-pencil test questions should be shared before or after administration.

If you want different subjects or grade levels of the tests emailed directly to different schools for copying, you will need to complete a separate Test Order Form for each separate school.

Pro-Core **Form A** tests are usually administered at the beginning of the year as a diagnostic *pre-test*. Pro-Core **Form B** tests are given later in the year as an interim or *post-test*. Pre-post-test score differences are shown in reports in both the Pro-Core School Reports program and in the Pro-Core Short Cycle Web Assessments program. “On Track” student growth and teacher effectiveness reports require that BOTH Form A and Form B tests are administered.

Select the Form A or B paper-pencil pre-tests that you will be administering.


Select the Pro-Core licensed online test(s) for your district or school:

Form A Form B Other:

MATHEMATICS	SCIENCE	SOCIAL STUDIES	READING	Other HS MATH
<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> Integrated
<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> Math I
<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> Integrated
<input type="checkbox"/> 5	<input type="checkbox"/> 5*	<input type="checkbox"/> 5	<input type="checkbox"/> 5	<input type="checkbox"/> Math II
<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> Integrated
<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> Math III
<input type="checkbox"/> 8	<input type="checkbox"/> 8*	<input type="checkbox"/> 8	<input type="checkbox"/> 8	
<input type="checkbox"/> Algebra I	<input type="checkbox"/> Phys Sci	<input type="checkbox"/> Am History	<input type="checkbox"/>	
<input type="checkbox"/> Algebra II	<input type="checkbox"/> Biology	<input type="checkbox"/> Government	<input type="checkbox"/>	
<input type="checkbox"/> Geometry	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Mod World Hist	<input type="checkbox"/>	

After filling-in all the requested information. Save the document with your school name and send it as an email attachment to: TWMS@WINDSTREAM.NET

Use the Test Printing Order Form if you want to have the test printed by our printing contractor. (*see* Appendix C for the complete form and details)

	PRINTING ORDER FORM																				
PRO-Ohio 2-10 Diagnostic Testing	PO #: _____																				
School: _____	Today's date _____																				
Address: _____	Due date _____																				
City: _____	Ship to: _____																				
State: _____	_____																				
Zip: _____	_____																				
Phone: _____	_____																				
E-mail: _____	_____																				
Please fill in the quantity of each book requested.																					
<table border="1"><thead><tr><th>Grade</th><th>Quantity Students</th></tr></thead><tbody><tr><td>2</td><td>_____</td></tr><tr><td>3</td><td>_____</td></tr><tr><td>4</td><td>_____</td></tr><tr><td>5</td><td>_____</td></tr><tr><td>6</td><td>_____</td></tr><tr><td>7</td><td>_____</td></tr><tr><td>8</td><td>_____</td></tr><tr><td>9</td><td>_____</td></tr><tr><td>10</td><td>_____</td></tr></tbody></table>	Grade	Quantity Students	2	_____	3	_____	4	_____	5	_____	6	_____	7	_____	8	_____	9	_____	10	_____	Please note the number of PRO-Ohio tests you would like to order in the spaces to the left. Average turn-around time is 4 weeks from date order is received especially during peak times of the year (generally late august and late December). Books are charged on a per copy price of \$0.03. This price includes printing 2-sided on 20# white bond (cover page is 1-sided), stapling in the upper left corner, bulk boxing and preparation or shipping. Actual shipping cost are additional. UPS Ground is shipping is generally next day from our Cincinnati plant to anywhere in Ohio.
Grade	Quantity Students																				
2	_____																				
3	_____																				
4	_____																				
5	_____																				
6	_____																				
7	_____																				
8	_____																				
9	_____																				
10	_____																				