

Completing Your Data File Scan Sheet Pre-Printing and/or Web First Enrollment

You have two options to begin using the Pro-Core (PC) system:

1. “Web-First”—allows students and teachers to immediately enroll students and teacher classes into the Pro-Core Web system at the beginning of the school year. This allows some time for teachers and student to become accustomed to the online system.
2. “Paper Testing First”—allows you to administer the Pro-Core paper-pencil diagnostic assessments *prior to* using the online system. This option gives you time to adjust students’ and teachers’ classes before online enrollment.

There is more information about each option below. Refer to the **Flow Chart** in Section A of this Manual for an outline of either procedure.

You will be emailed two documents: (1) an **Order Form**, and (2) a **Data File** template.

Instructions for completing the Order Form for online testing are found in *Section B*. Instructions for completing the Order Form for paper-pencil testing are found in *Section C*.

This section deals with completing the Data File template for either option. Pay particular attention to the section below titled “Grouping Students and Organizing Your Data File” depending on which option you choose.

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.

Completing Your Data File Spreadsheet

The **Pro-Core Data File.xls** is an Excel spreadsheet *template* that you can use to collect the required student and teacher data. Some of the data is optional, but the data file itself is **REQUIRED** to enroll your students and teachers and/or to pre-print your test response scan sheets.

You should email your Order Form and school Data Files at least **1 week prior** to your planned initial online system log-in date so that we may set up classes in a timely manner. You should allow **2-3 weeks** for processing, printing, and shipping scan sheets—if you have selected that option.

	A	B	C	D	E	F	G
1	District Name	School Name	Student Last Name	Student First Name	Student ID Number	Student Gender	Student Grade
2							
3							

- Column A—district name
- Column B—school name
- Column C—student last name
- Column D—student first name

- Column E—**unique Student ID**. This number must match the student’s SCWA enrollment log-in ID number with the student's response sheet ID. Up to 9 digits.
- Column F—student’s gender
- Column G—student’s grade level

	H	I	J	K
1	Class Teacher - Last Name only	Teacher First Initial (for duplicate names)	Class Period— if applicable (#1-9 only)	Test Form Subject & Grade only
2				
3				

- Column H—class (subject) teacher’s last name ONLY
- Column I—class (subject) teacher’s first name INITIAL. This is needed for online enrollment if two teachers in the school have the same last name
- Column J—class period-group. Use only numbers 1 to 9. This is needed for online enrollment if the teacher has more than one different class in the same subject.
- Column K—Test Form subject and grade. This is **REQUIRED** for web-first enrollment. **Use these Elementary school abbreviations: Math=M; Sci=S; SocSt=C; Read=R**
For High School courses, use the entire Subject Name (e.g. Government, Geometry, etc

	L	M	N	O	P	Q
1	Subgroup1: Ethnic/Racial Indicator	Subgroup2: LEP Indicator	Subgroup3: Disadvantaged Indicator	Subgroup4: Special Ed Indicator	Subgroup5: Gifted Indicator	DataMap: OAA or OGT Score
2						
3						

- Columns L-P—student’s Demographic Subgrouping Codes
See the section below “Entering Subgroup Special Codes in the School’s Data File”
- Column Q—*optional* student’s State Test Scores for the PC **On-Track** program

Grouping and Organizing Students, Teachers, and Classes

Student data should be grouped and organized by individual teacher classes. If you are administering Pro-Core paper-pencil diagnostic tests, we will use your enrollment data for pre-printing your student and teacher scan sheets. You will also have the option to send a modified or new data file specifically for scan sheet pre-printing in the previous section.

Non-web-first enrollment students administered the Pro-Core paper-pencil tests will be enrolled in the Pro-Core Short Cycle Web System based on how your test response scan sheets are grouped and organized as explained in *Section C*. We recommend they be grouped and organized by individual subject teacher classes when they are returned for scoring.

Organizing Your Data File for Direct Online Enrollment

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.

The instructions for direct online enrollment are essentially the same as those for “Web-First” online enrollment. **Use the *same* pre-printing instructions and samples below to organize your data file.**

Organizing Your Data File for Scan Sheet Pre-Printing

If you are administering the Pro-Core paper-pencil diagnostic assessment first, or if you are submitting a separate scan sheet pre-printing data file, how you organize the records in your data file should directly relate to how you want to distribute the scan sheets when you administer the paper-pencil tests. We recommend that teachers administer the Pro-Core tests in their individual classrooms so that the scan sheets can be *easily* distributed and collected by individual subject area classes and diagnostic test results provided on a class-by-class basis.

If you are not doing web-first enrollment, how you collect and group the scan sheets will determine how the test reports are organized, and how students, teachers, and classes will be enrolled in the SCWA system. We recommend you collect scan sheets by individual teacher class with a different Teacher Cover sheet separating each teacher's class. (*see* Section H for more information)

There are two ways to organize your data for scan sheet distribution and pre-printing depending on whether (a) a teacher teaches a “self-contained” class group (two or more subjects with the same group of students—the same students with the same teacher is common in elementary schools), or whether (b) the teacher teaches “non-self-contained” classes (the same subject with different groups of students in more than one class—students a with different teacher in each subject is common in secondary schools).

A. In **self-contained classes**, only ONE Student Response scan sheet per student name and ONE Teacher Cover scan sheet per teacher name are needed for all subjects IF each class teacher is administering the SAME FORM of the test to the SAME group of students. Each response sheet contains separate response areas for all four tests: mathematics, science, social studies, and reading. Examine the data file collection sample on the next page.

	C	D	E	F	G	H	I	J	K	S
	Student Last Name	Student First Name	Student ID Number	Student Gender	Student Grade	Class Teacher - Last Name only	Teacher First Initial (for duplicate names)	Class Period -if applicable (#1-9 only)	Test Form Subject & Grade only	S E a
Same students in same Teacher class group	1	Hensley	Ashley	190681	F	2	BROWN	R	M2	
	2	Sharpe	Alisha	179116	F	2	BROWN	R	M2	
	3	Silyuk	Anastasia	189292	F	2	BROWN	R	M2	
	4	Sutton	Blake	181563	M	2	BROWN	R	M2	
Teacher #1	5	Hensley	Ashley	190681	F	2	BROWN	R	R2	
	6	Sharpe	Alisha	179116	F	2	BROWN	R	R2	
	7	Silyuk	Anastasia	189292	F	2	BROWN	R	R2	
	8	Sutton	Blake	181563	M	2	BROWN	R	R2	
Teacher #2	9	Burger	Allen	181465	M	3	SMITH		C3	
	10	Harrison	Amanda	183778	F	3	SMITH		C3	
	11	Spaulding	Leslie	187899	M	3	SMITH		R3	
	12	Webb	Malcolm	190254	M	3	SMITH		R3	
Same students in same Teacher class group	13	Baker	Aaron	181671	M	4	BROWN	S	S4	
	14	Caballero	Yvonne	188601	F	4	BROWN	S	S4	
	15	Cantrell	Andrew	182015	M	4	BROWN	S	S4	
	16	Martin	Deshaun	190544	M	4	BROWN	S	S4	
Teacher #3	17	Baker	Aaron	181671	M	4	BROWN	S	C4	
	18	Caballero	Yvonne	188601	F	4	BROWN	S	C4	
	19	Cantrell	Andrew	182015	M	4	BROWN	S	C4	
	20	Martin	Deshaun	190544	M	4	BROWN	S	C4	
	21									

Self-contained classes data sample

In the above class sample there are 20 students, 3 teachers, and 6 classes. Teachers BROWNR and BROWNS classes are self-contained. SMITH's classes are not. You would need **4 Teacher Class Cover Sheets** (1 for BROWNR, 2 for SMITH, 1 for BROWNS). You would need **14 Student Response** scan sheet. (Only 1 sheet for each student named in the

self-contained classes, and 1 for each student in SMITH’s classes.). **The scan sheets will be delivered for distribution in the order that the names appear in the spreadsheet.**

B. In **non-self-contained classes**, ONE Student Response scan sheet per student name and ONE Teacher Cover scan sheet per teacher class are needed for each subject IF each class teacher is administering a DIFFERENT subject or form of the test to a DIFFERENT group of students.

	C	D	E	F	G	H	I	J	K
	Student Last Name	Student First Name	Student ID Number	Student Gender	Student Grade	Class Teacher Last Name only	Teacher First Initial (for duplicate names)	Class Period -if applicable (#1-9 only)	Test Form Subject & Grade only
Same students in different classes	1	Hensley	Ashley	190681	F	7	BROWN	4	M7
	2	Sharpe	Alisha	179116	F	7	BROWN	4	M7
	3	Silyuk	Anastasia	189292	F	7	BROWN	4	M7
	4	Sutton	Blake	181563	M	7	BROWN	4	M7
	5	Baker	Aaron	181671	M	7	BROWN	6	M7
Teacher #1 Class 1	6	Caballero	Yvonne	188601	F	7	BROWN	6	M7
	7	Hatley	Zachary	182635	M	7	BROWN	6	M7
	8	Martin	Deshaun	190544	M	7	BROWN	6	M7
Teacher #1 Class 2	9	Hensley	Ashley	190681	F	7	SMITH	5	R7
	10	Sharpe	Alisha	179116	F	7	SMITH	5	R7
	11	Silyuk	Anastasia	189292	F	7	SMITH	5	R7
	12	Sutton	Blake	181563	M	7	SMITH	5	R7
	13	Baker	Aaron	181671	M	7	SMITH	8	R7
Teacher #2 Class 1	14	Caballero	Yvonne	188601	F	7	SMITH	8	R7
	15	Hatley	Zachary	182635	M	7	SMITH	8	R7
	16	Martin	Deshaun	190544	M	7	SMITH	8	R7
	17	Burger	Allen	181465	M	8	JONES	1	C8
Teacher #2 Class 2	18	Harrison	Amanda	183778	F	8	JONES	1	C8
	19	Spaulding	Leslie	187899	M	8	JONES	2	S9
	20	Webb	Malcolm	190254	M	8	JONES	2	S9
Teacher #3 Class 1	21								
Teacher #3 Class 2	22								

Non-self-contained classes data sample

In the above class sample there are 20 students, 3 teachers, and 6 classes. The classes are not self-contained. You would need **6 Teacher Class Cover Sheets** (2 for BROWN, 2 for SMITH, 2 for JONES). You would need **20 Student Response** scan sheet. (1 sheet for each student in each class). **The scan sheets will be delivered for distribution in the order that the names appear in the spreadsheet.**

In non-self-contained classes, the teacher will have the students respond in only one section of the Student Response scan sheet. In web-first enrollment, class period numbers must be used to identify different class groups of students; otherwise, students will be enrolled as one large subject class group. Use only numbers between 1 and 9.

See Section F of this Manual for additional scan sheet count examples.

To avoid confusion, we recommend that Pro-Core tests be administered in each individual teacher’s classroom. If you decide to test in a “large group” or homeroom setting, your data file should be sorted in the manner you intend to distribute the scan sheets to the named students. However, the student forms must be collected by teacher-class period with a proper Teacher Cover Sheet over each class set, and shipped to us for processing, so that we may generate class teacher reports and enroll students, teachers, and classes properly in the Pro-Core online system.

WARNING:

If you are not doing “web-first enrollment,” or sending us your pre-printing data file separately, your pre-printing data file must be emailed to us at least **2-3 weeks** before the Pro-Core Diagnostic tests are administered in your school.

Data submitted less than three weeks prior to the testing period may result in your not receiving you scan sheets before your testing date or may require additional shipping and handling charges for “rush” or overnight shipping.

Acceptable data file formats are Excel spreadsheet or ASCII (plain text)—either tab-delimited or comma-delimited.

Entering Subgroup Special Codes in the School’s Data File

In addition to Grade and Gender “fields”, there are five special code fields in the school’s data file template that can be used to indicate student demographic subgroups. This data is not required, but is very useful if you wish to compare Pro-Core test results across the various demographic areas. ((GO TO the next page for Special Codes information)

	K	L	M	N	O	P	Q
	Test Form Subject & Grade only	Subgroup1: Ethnic/Racial Indicator	Subgroup2: LEP Indicator	Subgroup3: Disadvantaged Indicator	Subgroup4: Special Ed Indicator	Subgroup5: Gifted Indicator	DataMap: OAA or OGT Score
	M7	5	1	2	1		403
	M7	2			1		373
	M7	3	1				383

DataMap: OAA or OGT student score

Column Q is used for students’ OAA or OGT scores for schools enrolled in the Pro-Core **DataMap** program; otherwise, leave it blank. *Contact Ben Hemingway for more information about enrolling in the DataMap program.*

Entering Subgroup Special Codes in the School’s Data File

In addition to Gender and Grade *fields*, there are five Special Code fields in the school’s data file template that can be used to indicate student demographic subgroups.

In the example below, the first student is an **American Indian with Limited English Proficiency, Academically Disadvantaged** with **IEP** accommodations = Code **51210**

	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Student Last Name	Student First Name	Student ID Number	Student Gender	Student Grade	Class Teacher Last Name only	Teacher First Initial (for duplicate names)	Class Period if applicable (#1-9 only)	Test Form Subject & Grade only	Subgroup1: Ethnic/Racial Indicator	Subgroup2: LEP Indicator	Subgroup3: Disadvantaged Indicator	Subgroup4: Special Ed Indicator	Subgroup5: Gifted Indicator
1	Hensley	Ashley	190681	F	7	SMITH		4	M7	5	1	2	1	
3	Sharpe	Alisha	179116	F	7	SMITH		4	M7	2			1	
4	Silyuk	Anastasia	189292	F	7	SMITH		4	M7	3	1			
5	Baker	Aaron	181671	M	7	JONES		6	M7	1		1	1	
6	Caballero	Yvonne	188601	F	7	JONES		6	M7	1				
7	Hatley	Zachary	182635	M	7	JONES		6	M7	2				1

Special Codes Fields

Sample School Data File with Subgroups

The codes in Columns L – P are converted to “real” words or abbreviations on Pro-Core reports.

Below is a summary of the five Pro-Core Subgroup Codes and field placement. *See the complete list of ODE Codes and descriptions on the following page.*

ETHNIC/RACIAL GROUP CODES (field 1):

- 1 - White (non-Hispanic, non-Latino)
- 2 - African-American (non-Hispanic, non-Latino)
- 3 - Hispanic or Latino
- 4 - Asian or Pacific Islander
- 5 - American Indian or Alaskan Native
- 6 - Multiracial

LIMITED ENGLISH PROFICIENCY GROUP (field 2):

- 1 - Limited English Proficiency (LEP)

DISADVANTAGEMENT GROUP (field 3):

- 1 - Economically Disadvantaged
- 2 - Academically Disadvantaged (CTAE students only)
- 3 – Economically and Academically Disadvantaged

SPECIAL EDUCATION GROUP (field 4):

- 1 - IEP/SWD/504 Plan Accommodation(s)

GIFTED GROUP (field 5):

- 1 - Gifted

(see detailed Special Codes information on the next page)

ODE = Pro-Core Student demographic and other subgroup fields.

Below are the “official” fields and alpha-numeric codes the ODE uses in EMIS Records.

Pro-Core will convert/use only the codes listed below in the Subgroup fields in your School Data File.

ELEMENT (Field)	CODES: ODE = PC
Student ID [numeric code]	Locally determined [up to 9 digits]
Grade [numeric code]	01 – 12 grade level
Gender [alpha code]	M – Male = M F – Female = F
Racial/Ethnic Group [PC Subgroup field 1]	W - White (Non-Hispanic) = 1 Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. B - Black (Non-Hispanic) = 2 Persons having origins in any of the black racial groups in Africa. H - Hispanic = 3 Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. A - Asian or Pacific Islander = 4 Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. I - American Indian or Alaskan Native = 5 Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition. M - Multiracial = 6 Persons having origins in two or more of the above options.
Limited English Proficiency [PC Subgroup field 2]	N – No, the student is not of Limited English Proficiency = 0 Y – Yes, the student is of Limited English Proficiency and was enrolled in US Schools for the first time BEFORE the first day of the current school year. = 1 L – Yes, the student is of Limited English Proficiency and was enrolled in US Schools for the first time on or after the first day of the current school year. = 1 M – LEP – Trial-Mainstream, the student is of Limited English Proficiency and in his/her trial-mainstream period. = 1
Disadvantage [PC Subgroup field 3]	N or * - not applicable = 0 1 - Economic disadvantage = 1 2 - Academic disadvantage (CTAE students only) = 2 3 - Both Economic and Academic disadvantage = 3 (CTAE students only)
Special Education [IEP/SWD/504 Plan] [PC Subgroup field 4]	N or ** - not applicable = 0 Y or 01-15 [various conditions/services/options] = 1
Gifted Identification [in specific area] [PC Subgroup field 5]	N – No = 0 Y – Yes = 1

See Appendix A for a Sample School Subgroup Summary Report.

Pro-Core⁺ – “On-Track” Test Correlation Data Tool File Set-up

In order to generate *Pro-Core* On-Track data tool customized correlations between your school’s results on the State Achievement or Graduation Tests and your school’s *Pro-Core* paper-pencil tests, we need your State test standard scores *and* the *Pro-Core* student information that match on both tests.

Below are three sample spreadsheet setups with the required data fields based on whether the Student IDs you used on the *Pro-Core* Tests **match** the State Assessment Student IDs.

Sample1 – Matching Student IDs (horizontal layout)

If the Student IDs used on the *Pro-Core* Tests match the Student IDs used on the State Tests, the student names are not required in your spreadsheet which contains only the State test Standard Scores for each test.*

SCHL_Name	LastName	FirstName	StudentID	Grade	R_Score	M_Score	SS_Score	S_Score
City High School	Bourne	Jason	6898915	10	403	373	383	389
City High School	Brown	James	9996947	10	493	457	440	429
City High School	Bueller	Ferris	7298468	10	493	466	463	456
City High School	Cody	William	6998285	10	411	435	440	447

*IF the Student IDs do NOT match on both the *Pro-Core* and State Tests, then a student name must be included so that we can attempt to make a Name-ID match between both tests.

Sample 2 – Matching Student IDs (vertical layout)

This setup is essentially the same as the one above, except the spreadsheet records are organized vertically with an identifying **code** to indicate the state test subject and grade.

SCHL_Name	LastName	FirstName	StudentID	OHTest	Score
City High School	Bourne	Jason	6898915	R10	403
City High School	Bourne	Jason	6898915	M10	373
City High School	Bourne	Jason	6898915	SS10	383
City High School	Bourne	Jason	6898915	S10	389
City High School	Brown	James	9996947	R10	493

Sample 3 – Anonymous Student Test Results

Data sent for processing without identifying Student IDs or Student Names should include matching State Standard Scores and **Pro-Core (PC) Form A and B** test percent scores.

SCHOOL	ST_ID	GR.	READ.	PC-A	PC-B	MATH	PC-A	PC-B	SCI.	PC-A	PC-B	SocSt	PC-A	PC-B
Local High Sch	1	10	420	65.8	65.8	432	46	60	434	65	70	433	52.5	65
Local High Sch	2	10	414	61.4	49.1	437	46	62	413	45	55	442	47.5	40
Local High Sch	3	10	420	62.3	54.4	432	46	50	420	45	70	435	70	55
Local High Sch	4	10	438	63.2	62.3	426	46	58	427	32.5	40	428	47.5	35
Local High Sch	5	10	440	71.9	75.4	442	46	72	413	55	77.5	419	52.5	60
Local High Sch	6	10	438	58.8	62.3	416	50	56	429	37.5	47.5	424	40	50

On-Track Data Tool files may be sent in a standard Excel spreadsheet (.xls or .xlsx) or comma-delimited (.csv) data file attached to an email to:

Ben Hemingway, *Pro-Core*: hemingway@Pro-Core.us
cc. Frank Cotturo, Support Services: twms@windstream.net