Administering the Pro-Core
<u>Paper-Pencil</u> Assessments

This section contains information about the recommended procedures for administering the Pro-Core <u>paper-pencil</u> 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

*<u>**IMPORTANT**</u>: Pro-Core Security Guidelines require that the school's Test Coordinator/Contact Person or Administrator is responsible for securing, numbering, and distributing each booklet before the assessment is administered, and collecting and destroying the Form B booklets after the assessment. All copies of the Form B test MUST be destroyed after the assessment period to maintain assessment security. No "alternate-media" copies of the pre- or post-tests are allowed.

BEFORE THE ASSESSMENTS:
1. Obtain copies of the Pro-Core Test Booklets for each subject and class. Number each test booklet and secure them prior to distribution.
2. You will receive your scan sheets via UPS. Do NOT discard the box/shipping packaging. Use it for return shipping. There is also a <u>pre-paid</u> return label enclosed in the shipping package. Please be advised that additional charges will be incurred to generate a new UPS return ship label for one that is lost or "tossed."

3. Scan sheet <u>distribution</u>. **[4 sample procedures are shown below]**
   Scan sheets are delivered for distribution based on sort order you requested in your pre-printing school data file. (**Refer to Section C before ordering scan sheets**)
   a. Self-contained classes with only 1 teacher.
   b. Students stay together in all classes, but change teachers.
   c. Students change classes, with a different set of students in each class.
   d. Students in the same class are taking different forms of the test.

   Teachers will need <u>additional</u> cover sheets for <u>each</u> different set of students or for <u>each</u> different test form the administered. Teachers in self-contained classes require only one Teacher Cover Sheet for up to 4 test subjects for the same set of students.

   Examples:
   a. <u>Self-contained class with only 1 teacher</u>:
      e.g. Mr. Jones, an elementary teacher, has a class of <u>20</u> students to which he will administer <u>4</u> tests—reading, mathematics, social studies, science.
      He will need <u>20</u> student response sheets and <u>1</u> teacher cover sheet.

b. <u>Students stay together in all classes but change teachers</u>.
   e.g. Mr. Jones teaches reading and social studies, and Ms. Smith teaches math and
   science. They share the same group of <u>20</u> students. Each teacher will
   administer <u>2</u> subject area tests to their students.
   <u>Both</u> Mr. Jones and Ms Smith will need <u>20</u> response sheets each and <u>1</u> teacher
   cover sheet <u>each</u>.

c. <u>Students change classes with a different set of students in each class</u>.
   This normally occurs in grades 7 and up.
   e.g. Mrs. Clark, a high school teacher, has <u>6</u> class periods of science with <u>20</u>
   different students in each class. She will administer a science test to each class.
   She will need <u>120</u> response sheets (6x20) and <u>6</u> teacher cover sheets (1 per class).

d. <u>Students in the same class are taking different forms of the test</u>.
   This normally occurs in mixed-grade or special needs classes.
   e.g. Mr. Frank has a mixed 4th and 5th grade class. He is administering *only* the
   Reading Form 4A test to <u>6</u> fourth graders and the Reading Form 5A test to <u>8</u>
   fifth graders.
   He will need only <u>14</u> response sheets (1x14) and <u>2</u> teacher cover sheets (1 per form).

3. Each student MUST have a **<u>unique</u>** ID number, up to 9 digits, entered correctly on
   each scan sheet. If your scan sheets have not been pre-printed with Student
   Information, please instruct test administrators that if the student number is less than 9
   digits, DO NOT fill-in empty *trailing* columns with 0s.
   Note the following examples in which the unique Student ID is <u>45603</u>

   These three examples are <u>ACCEPTABLE</u> because the number value remains the same:

   The sample to the right is <u>INCORRECT</u> because the
   trailing 0's change the number value to 456030000.
   DO NOT ADD TRAILING ZEROS to Student ID
   numbers containing less than 9 digits..

   *Student information on <u>blank sheets</u> **must** be filled-in*
   completely and accurately by the teacher or student.

4. <u>IMPORTANT</u>: Make sure the Test Form Number & Letter (e.g. 4A) and Test Subject(s)
   administered have been marked on each Student Response Sheet and on each **Teacher
   Cover Sheet**. (*see* the examples below)

TEST FORM
(Mark a Number
AND a Letter)

Teachers MUST mark the Test Form on the Teacher Cover Sheet

TEST SUBJECT(S) - Mark EACH subject administered in this set.
Mathematics   Science   Social Studies   Reading

In the example above, the teacher is administering the *same* Form of the Mathematics and Reading tests (only) to the *same* group (class) of students.

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. **Marking responses**: Students may mark their answers on the test booklet itself IF the booklets are NOT going to be re-used. Then, after the test is finished, students may fill-out the scan-sheets using a #2 wood pencil (NOT a mechanical pencil*) with the test administrator instructing them through the process. This prevents extra answers from being bubbled-in.
4. **Critical checkpoint**: During or after the test, test administrators should look over each student scan sheet to verify the student has bubbled in --
   a. their ID number and name correctly (if not pre-slugged);
   b. the correct subject area (math, reading, science or social studies).
   c. the correct test form (number and letter)
   d. only one mark per answer (erasures must be complete)
   e. all questions on the test
5. **Teacher Cover Sheet**: **Test Form and Test Subject(s) MUST be filled-in.**
   a. Fill in ALL other information requested. Be sure to count and mark the total number of STUDENT scan sheets included in each set. This is CRITICAL for quality control.
   b. Teachers teaching the same subject for different groups (classes) of students should mark a class period (group) number between 1 and 9 on the Teacher Cover Sheet to more easily distinguish among different classes in the Pro-Core reports.
6. **Use of calculators**: This is up to the school, but Pro-Core recommends that the Form A test be given without calculators.

NOTE: Recommended for 2nd grade teachers:
   a. Instruct students to respond directly on their test booklets.
   b. Teachers or aides transfer student test responses to their scan sheet.

AFTER THE ASSESSMENTS:
1. Do <u>not</u> keep or return students' copies of the tests to our office.
   WARNING: Form B Test booklets <u>must</u> be accounted for and destroyed at the end of the school testing period by the School Test Coordinator or results may be invalidated.
2. Return the completed Student and Teacher <u>scan sheets</u> (only) in the original shipping box with the pre-paid and pre-addressed UPS Mailer label affixed to the top of the box. Keep any unused scan sheets.
3. It is important that all response forms and cover sheets be completed and returned in the same shipment since the scanning-processing "run" must take place at one time. (Additional sheets sent after the main shipment may .)
   NOTE: The use of paper clips and rubber bands is discouraged because they damage the sheets. Remove them and simply stack each class set of scan sheets along with its Teacher Cover sheet "header" in the original shipping box. Use crumpled newspapers if needed to keep the sheets from shifting in transit.
4. Call UPS for pickup, or deliver to the closest UPS office. The shipment is prepaid by Pro-Core (dba Computers in Education, Inc.).
5. Email Pro-Core TWM Services (twms@windstream.net) to notify them that you have shipped the scan sheets.

Within 5-7 school days after the scan sheets are shipped (3-5 days after receipt by TWM Services) the electronic Pro-Core School Reports Program will be send to the school or district person(s) designated in your Work Order form for downloading via email.

Pro-Core School Reports Program copies may be freely forwarded to other school personnel or staff by you for viewing or printing.

Test Administrators/Principals should also read the Instructions for Teachers on the next pages.

Feel free to print these pages and distribute them to test administrators with the test scan sheets.

***<u>WARNING</u>: There have been problems reported with the detection of response marks made with mechanical pencils or ballpoint pens.**

We recommend that students and teachers use No. 2 (HB) wood pencils <u>only</u> to mark their responses.

DO NOT USE INK (BALLPOINT) PENS TO MARK RESPONSES. Certain ink colored marks do not detect properly.

Instructions for the Test Administrator

Materials:
- One Pro-Core subject area test booklet for each student.
- One Teacher Cover sheet for each class set or each test form administered.
- One Student Response scan sheet per student in self-contained classes per test form OR One scan sheet and one test booklet per student in each non-self-contained class
- A No. 2 <u>wood pencil</u> and eraser for each student (Do <u>not</u> use a mechanical pencil.)
- Blank Scan sheets for recently enrolled students

BEFORE THE ASSESSMENT:
1. 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..
2. Student Scan Sheets MUST be grouped together by class or period in order for you to receive results by class or period. i.e. Each set must have a "Teacher Cover Sheet" that you need to complete and place on top of each class set of scan sheets.
3. If the sheets are not "pre-slugged," instruct your students on the correct way to fill out the identification side of the scan sheet.
4. A <u>No. 2 wood pencil</u> must be used to fill in the "bubbles" on the form. Do <u>not</u> use a mechanical pencil. There have been problems with mechanical pencil mark detection.
5. Each student taking the test(s) must have a **unique student number**, up to 9 digits, entered correctly on each scan sheet. This same number must be used each time the student takes a test. This is already done if your school chose to pre-slug the scan sheets. CAUTION: If the student has less than a 9-digit ID number, DO NOT fill-in the empty trailing columns with 0's. **Note the following examples in which the unique Student ID is <u>45603</u>**

These three examples are ACCEPTABLE because the number value remains the same:

The sample to the right is <u>INCORRECT</u> because the trailing 0's change the number value to 456030000. **DO NOT ADD TRAILING ZEROS to Student ID numbers containing less than 9 digits.**

*Student information on <u>blank sheets</u> **must** be filled-in completely and accurately by the teacher or student.*

6. <u>IMPORTANT</u>: Even if the sheets are <u>pre-slugged</u>, the **Test Form** (number and letter) should be marked on each <u>Student</u> Response Sheet. Both the **Test Form** and the **Test Subject(s)** administered must also be marked on each <u>Teacher</u> Cover Sheet. (*see* the examples below)). *The Form marked on the cover sheet overrides student form marks*.

Teachers MUST mark the Test Form on the Teacher Cover Sheet

In the example above, the teacher is administering the *same* Form of the <u>Mathematics</u> and <u>Reading</u> tests(only) to the *same* group (class) of students.

7. Teachers teaching the same subject for different groups (classes) of students should mark a class **period (group) number** between 1 and 9 on the Teacher Cover Sheet to more easily distinguish among different classes in the Pro-Core reports.

   <u>If not pre-slugged</u>: Instruct students to print their name and Student ID on the front of the scan-sheet AND fill-in the corresponding "bubbles."

   <u>NOTE</u>: Student or teacher information on blank sheets must be filled-in <u>completely</u> and <u>accurately</u>, including the FORM (letter and number) of the test being administered.

DURING THE ASSESSMENT:
1. Highly recommended: Test administrators should walk around the room, checking that students are "bubbling-in" correctly (making dark marks; no extraneous marks on the scan sheet; no multiple marks for each answer; bubbles are filled in completely.
2. We recommend younger students mark their answers on the test itself while they are taking it, including doing any calculations or making notes on the test itself. Then after they are finished, transfer their answers to the scan sheet. NOTE: In this case, the test booklets must NOT be reused..

AFTER THE ASSESSMENT:
1. Collect all Student Scan Sheets at the end of the testing period and place them <u>under</u> a Teacher Cover Sheet. Each class set of Student Scan Sheets MUST be headed by one Teacher Cover Sheet.
2. Align all the scan sheets facing-up, and oriented with the timing-marks on the left.
3. On the Teacher Cover Sheet, you MUST fill-in the Test Form (number and letter) and Test Subject as well as the total Number of Student Scan Sheets in the class set.
   <u>NOTE</u>: The use of paper clips or rubber bands is discouraged. They damage the sheets.

4. Return the each completed set of **Teacher Cover sheet and Student Response sheets** AND the Test Booklets to the Test Coordinator. All Form B test booklets MUST be accounted for and destroyed at the end of the testing schedule.

5. Teacher Class results will be returned to your school in approximately 5 school days.

Return Order of <u>each set</u> of completed scan sheets

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 E 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/manuals.html