

Administering the Pro-Core Form A, B, C Assessments*

This section contains detailed information about the recommended procedures for administering the Pro-Core online Form A pre-test, Form B interim, or Form C post-test.

- Instructions for the Test Coordinator (Principal or Contact Person)
- Instructions for the Test Administrator (Teacher)

Additional information for administrators, teachers, and students is contained in Sections G, J, and L of the Pro-Core User Manual. Go to <http://pro-core.us/manuals.html>

Instructions for the Test 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.

Procedures for security and administering the Pro-Core Form A, B, C assessments are essentially the same as those presented in "Ohio's State Tests Administration Manual." The state policy for the use of calculators, online tools, and reference sheets are the same. District test coordinators, building test coordinators and test administrators should review the information in their individual sections in this Manual, as well as this section, prior to testing.

Pro-Core Form A, B, C subject assessments should be administered within a 1 to 2-week testing "window." Pro-Core test item types are similar to those appearing on the state tests. If students are familiar with the state tutorials and practice tests, they should have no trouble with Pro-Core test items and procedures.

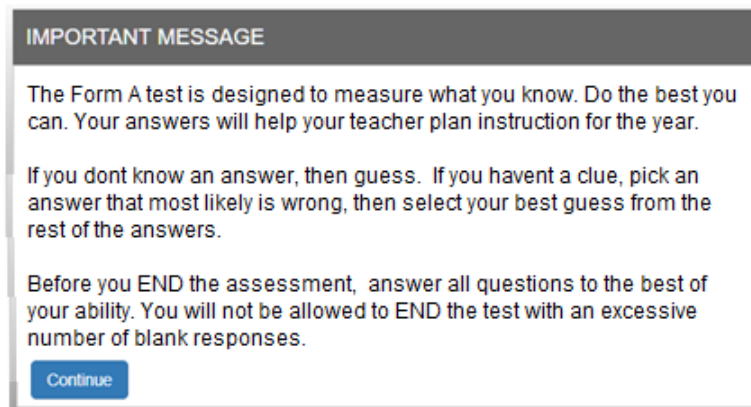
BEFORE THE ASSESSMENTS

1. The district or school administrator will generate a list of teacher user names and passwords for logging into the online Pro-Core Assessment System.
2. Teachers or test administrators should log into the system a week before the Form A diagnostic pre-test is administered to confirm teacher class enrollments and student log-in usernames and passwords are accurate, and to become familiar with the various system features and commands.
3. Students should be presented with the information below which is also contained in Section L of this Manual. 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. Each test should be administered over a 4-5 day **testing window**. For example: Math on Monday, Science on Tuesday, Social Studies on Wednesday, Reading on Thursday, and make-ups on Friday. Make-up tests must take place within school's testing window.
 5. Alternate seating and/or mixing the timing of the start of the Form A/B/C 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.

DURING THE ASSESSMENTS

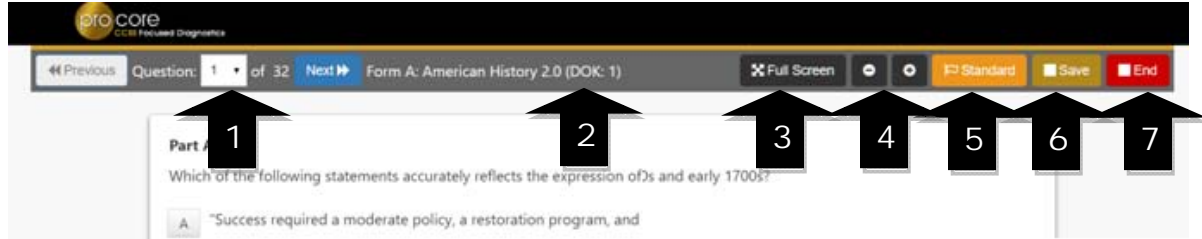
1. **Read aloud** the Important Message on the students' "Welcome" screen as the students follow along. Make it clear that it is best to guess at an answer than to leave an answer blank.



2. **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.
3. **Length of test:** Each assessment takes approximately 1 to 1.5 hours.
4. **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 properly save their responses before logging-off the system.

The following page explains the student's assessment layout.

The Student Assessment Screen: Navigation Bar Functions



1. The **Down Arrow** allows any question to be selected.
2. **DOK** (Depth of Knowledge) refers to the complexity of the question (1-4)
3. **Full Screen** provides a larger portion of the question. This is especially useful when the question needs to be scrolled down.
4. Clicking the - will **decrease** the text size; + will **increase** the text size.
5. **Standard** will show the full content standard being addressed by this question.
6. **Save** allows the student to bookmark the question and Exit's the test. When the student returns, the test will be blinking, so the student must finish the test before choosing anything else.
7. Clicking the **End** button shows a summary of questions answered or skipped.



- The items in **red** were either not answered or partially answered.
- Students should review their answers before clicking the **“FINISH EXAM”** button.

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 reports will be available at the end of the school testing window.

Information about the Pro-Core Short Cycle Web Assessment (SCWA) program and reports is contained in Section J of the Pro-Core Online Manual.

Assessment results and reports for administrators, teachers, and students are contained in separate sections of the Pro-Core Online Manual.

Go to <http://pro-core.us/manuals.html>