APPENDIX 2 – Security Features

Pro-core Features for Local and Remote Security

Pro-Core has a variety of features for district, school, teacher, and student data security. Each section below will review both current and updated features that may be used to enhance local and remote system and assessment security. These features are controlled by (1) <u>district</u> managers, (2) <u>school</u> administrators, and/or (3) <u>teachers</u>. Also included below are updated security features for (4) <u>students</u> taking the Pro-Core Form A/B/C assessments.

1. District Administrator Level Controls

Section D of the *Pro-Core User Manual* contains District Administrator school set-ups and enrollment procedures. The controls listed below are accessible to the District Manager and district level users who have been added to the system. *See* **Section E** for information on "Adding/Editing District Level Users."

There are two security features that allow District Administrators to control (A) Pro-Core System <u>Student Access</u> Times and (B) Pro-Core <u>Form Assessment</u> Times.

A. Setting Student System Access Times

Your school(s) and <u>students</u> Pro-Core <u>system access times</u> are pre-set at the beginning of the school year. The *default* student system access times are <u>weekdays</u> from 7:00 a.m. to 5:00 p.m.

You may modify these times to better fit each school's actual opening and closing times when you want to allow <u>students</u> to have access—or not--to the Pro-Core *system* at school or from home. Administrators and teachers may access the system at any time.

Selecting "**Schools**" in the District Menu allows you to add new schools or to view and edit Available School information or to view and reset Student System Access Times.

Available Schools layout

Either selection takes you to Access Times

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Set System Access layout

Students attempting to log-into the Pro-Core system outside of the system access times selected will see the **message**: "Pro-Core system access is closed at this time."

You should decide, along with your school administrators and teachers, on the settings to best enhance the security of students accessing Pro-Core system for testing and other activities at school or from home.

B. Setting Form Assessment Times

Pro-Core Form A/B/C school <u>testing times</u> *must* be set *after* the District Manager has *enabled* the Pro-Core Form A, B, or C assessments. *See* pages **G-3f** for information to "Enable/Disable Form Assessments.

All Form A/B/C assessments are **90 minutes** long. <u>Administrators</u> have the option to extend the time limit and add "Saves" for multiple-day testing. Assessments may be scheduled over multiple days in the Setting Times layout. <u>Teachers</u> have the option to extend the time limit on student class tests with added Saves.

Students attempting to access the assessments outside of the set times will see the **message**: "Pro-Core Form A/B/C assessments are not available at this time."

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Enable/Disable layout

After enabling your Form assessments, go to the "**Setting Times**" in the District Assessments Menu and select the Testing Times layout to set the days and times students will be taking the Form assessments you *enabled*.

Pro-Core Form A/B/C assessments and make-up testing should be scheduled within a **two-week testing** *window*. Select each school and each day and times you want students to have access to the enabled assessments.

Updated Set Test Times layout

Allow at least 2 hours for 1-day testing. For multiple-day testing, Ending Times selected *must* always be at least **30 minutes** or greater than the Starting time selected.

- If no date or times are entered, all enabled assessments will be available *anytime* during the Student System Access Times.
- If test days or times selected are *outside* the Student System Access Times, a **warning message** will appear.
- You may view and adjust the times set for student access by clicking the "View Student System Access Times" *button.* (*see also* 1.A. *above*).

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2. School Administrator (Principal) Level Controls

Section J of the *Pro-Core User Manual* contains Principal and School Administrator procedures. Pro-Core System Access and Assessment Times are *initially* set by the District Administrator. These *controls* can be modified by a school Administrator or Principal who have been added to the system by the District Manager to more closely reflect each school's scheduling.

There are two new security features that allow control of (A) Pro-Core System Student Access Times and (B) Pro-Core Form Assessment Times.

A. Student System Access Times

Your school's student Pro-Core system access times have been previously set. The *default* student system access times are weekdays from 7:00 a.m. to 5:00 p.m., but these may have been modified by your District Administrator to better fit your school's actual opening and closing times.

School administrators and teachers have access to the Pro-Core system at any time. But for enhanced security, students should only be allowed to have system access—or not--to the Pro-Core *system* during controlled times at school or from home.

Note: You may confirm or edit your students' system access settings so that they coincide with your Pro-Core Form A/B/C testing plans and other teacher class activities. *See* **Set Test Times** *on the next page* for more information

Students attempting to log-into the Pro-Core system outside of the system access times set will see the **message**: "Pro-Core system access is closed at this time."

B. Setting Form Assessment Times

School Pro-Core Form A/B/C assessments and school testing times *should have* been previously set-up by the **District Manager**; otherwise, the School Administrator *must* **enable** them and set the times. *See* pages **J-2f** for information to "Enable/Disable Form Assessments."

Administrators have the option to extend the time limit on all Form tests. Administrators also have the option to add more Saves for multiple-day testing on all enabled tests. Assessments may be scheduled over multiple days in the Setting Test Times layout (*see below*).

Teachers have the option to extend the time limit on student class tests with added Saves.

Students attempting to access the assessments outside of the set times will see the **message**: "Pro-Core Form A/B/C assessments are not available at this time."

Enable/Disable layout

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After enabling your Form assessments, select "**Setting Testing Times**" in the School Assessments Menu to go to the Set Testing Times layout to view or set the days and times students will be taking the enabled Form assessments. If there are dates and times visible in the layout, they may have been previously set by your District Administrator. You may modify them if you wish; otherwise, you <u>must</u> set the testing times.

Pro-Core Form A/B/C assessments and make-up testing should be scheduled within a **two-week testing *window***. Select each day and times you want students to have access to the enabled assessments.

Set Test Times layout

Allow at least 2 hours for 1-day testing. For multiple-day testing, Ending Times selected *must* always be at least **30 minutes** or greater than the Starting time selected.
- If no date or times are entered, all enabled assessments will be available *anytime* during the Student System Access Times.
- If test days or times selected are *outside* the Student System Access Times, a **warning message** will appear.
- You may view and adjust the times set for student access by clicking the "View Student System Access Times" *button*. (*see also* 2.A. *above*).

<u>**WARNING:**</u> Setting strict assessment times will make the Form A/B/C assessments more secure.

Teachers administering the Form A/B/C assessments may further modify local or remote student Form A/B/C assessment starting and ending times to override those set by the district or school. Students attempting to access the assessments outside of the set times will see the **message**: "Pro-Core Form A/B/C assessments are not available at this time."

Teachers are able to further enhance security by selecting specific subjects and student testing times within the school's system access and testing schedule for each of the teacher's classes.

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3. Teacher Level Controls

Section L of the *Pro-Core User Manual* contains Teacher Form A/B/C test procedures. Pro-Core <u>System Access</u> and <u>Assessment Times</u> are initially set-up by the District Administrator These *controls* can be modified by a school Administrator or Principal to more closely reflect each school's scheduling.

There are two new security features that allow control of (A) Pro-Core System <u>Student Access</u> Times and (B) Pro-Core <u>Form Assessment</u> Times.

A. Student System Access Times

You school's <u>student</u> Pro-Core <u>system access times</u> have been previously set. The *default* student system access times are <u>weekdays</u> from 7:00 a.m. to 5:00 p.m., but these may have been modified by your District or School Administrator to better fit your school's actual opening and closing times.

School administrators and teachers have access to the Pro-Core system at any time. But for enhanced security, students should only be allowed to have system access—or not--to the Pro-Core *system* during controlled times at school or from home.

<u>CAUTION</u>: You should confirm your students' <u>system access</u> settings with your school administrator (*see below*), so that they coincide with your Pro-Core Form A/B/C <u>testing</u> plans and other teacher class activities.

You may modify your students' <u>system access times</u> to Short Cycle Web Assessment (SCWA) class subjects to improve security in remote learning situations.

To modify your student's Short Cycle Web Assessments access times, select the **Assessments** tab in the Menu bar, select the SCWA **Standards**, then click the "Set Class Access Times" *button*. The selections you check will override the School Access Times.

Updated SCWA Standards Selection layout

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CAUTION: Modifying the Short Cycle Assessment times will NOT change the Form A/B/C Assessment Times. Setting Form A/B/C Assessment Times is explained below.

Students attempting to log-into the Pro-Core system outside of the system access times set will see the **message**: "Pro-Core system access is closed at this time."

B. Setting Form Assessment Times

Your Pro-Core Form A/B/C underlined testing times *should have* been previously set by the District Manager or School Administrator after *enabling* the Pro-Core Form A, B, or C assessments. (*see above*)

All Form A/B/C assessments are **90 minutes** long *unless* an administrator or teacher has removed or extended the testing time. Assessments may be scheduled over multiple days, but within a **two-week testing window**.

The following information is also presented on page **L-5f** in this *User Manual*.

Teachers are able to further enhance security by *locking in* specific subjects and student testing times within the school's system access and testing schedule for each of the teacher's classes, in school with the teacher, or at home with a guardian monitoring. Check with your school administrator for your school's student access and testing schedule.

CAUTION: If the teacher selects a date or time outside the district or school system access or testing times, a **message** will appear: "The Date(s) and/or times you have selected are outside the system or testing times set by your district or school administrator."

Administrators have the option to add up to 3 student test Saves for multiple-day testing. Teachers may extend student or class time which adds Saves. (*see below*)

In the Teacher Menu bar, select "Assessments," the class subject, and "Other." Select the Test Form you want to secure, and click on the "**cog" icon** to schedule an assessment, lock/unlock students, or extend individual student or class Form testing time.

Assessments layout
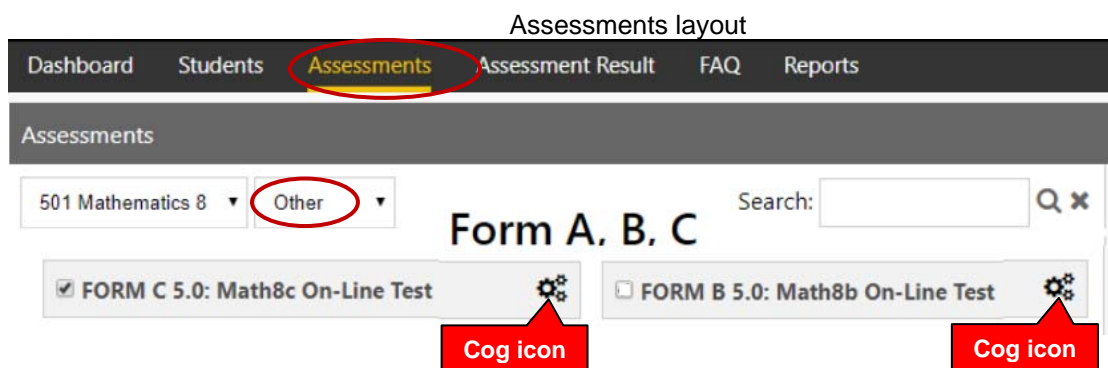
Select the date with a starting and ending time each day for the test for your class. If you do *not* select dates or times (leave them blank), the district or school administrator settings will apply. You may also lock out students who are absent or who are not to take the test on that day or time. You may also unlock students or extend testing time for students with IEP or 504 plans.

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Assessment Times Security Settings layout

The **Extend Time** field may also be used to add test time for students whose tests may have been "force-ended" because the regular 90-minute test time has expired. Extending the test time will allow the student to *resume* the test where s/he left off. Selecting the "ALL" box will apply the extended time of the first student to ALL students in the class.

CAUTION: If the student has previously "Saved" the test, the save-rule will apply: The student will be allowed ONE ADDITIONAL Save for each 15-minute block, but will NOT be able to change previous responses nor view skipped questions previous to the Save. A maximum of 3 Saves is allowed for any student.

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4. Security Features for Students

Section P of this *User Manual* contains Student Log-in and Assessment procedures. New security features related to student Pro-Core <u>System Access</u> and Form A/B/C <u>Assessment Times</u> are set by District or School Administrators and/or Teachers.

Three new security features in particular are related to (A) Pro-Core System <u>Student Access</u> Times, (B) Pro-Core Form A/B/C Assessment Times, and (C) Assessment <u>Procedures</u>.

A. Student System Access Times

<u>Student</u> access time to the Pro-Core system has been previously set. The *default* student system access times are <u>weekdays</u> from 7:00 a.m. to 5:00 p.m. These may have been modified by a District or School Administrator.

The opening and closing times allow <u>students</u> to have access—or not--to the Pro-Core *system* at school or from home. (*see* 1.A. *above*)

Students attempting to log-into the Pro-Core system outside of the system access times selected will see the message: "Pro-Core system access is closed at this time."

B. Form Assessment Times

Pro-Core Form A/B/C <u>testing times</u> are set after the District Manager or School Administrator has *enabled* the Pro-Core Form A, B, or C assessments.

Pro-Core Form A/B/C assessments and make-up testing should have been scheduled within a **two-week testing *window***. Each Form A/B/C assessment is 90 minutes long.
- The day(s) and times for students to begin each assessment may be modified by the subject class teacher within the times set by the District or School Administrator.
- Additional minutes should be added to the starting and ending times to allow the test administrator to give instructions and help students begin the test.
- The tests may be administered over multiple days, but the total test time allowed is 90 minutes.
- Starting-Ending times should be selected with a minimum of 2 hours for a one-day session, a minimum of 1 hour for a two-day sessions, or a minimum of 30 minutes for three-day sessions.
- Teachers may also extend testing time for individual students with IEP or 504 plans.

WARNING: Setting strict assessment times will make the Form A/B/C assessments more secure. If no assessment times are set, students will NOT be able to begin an assessment during the students' school system access times (*see* 1.A. *above*).

School administrators and teachers may modify local or remote student Form A/B/C assessment starting and ending times to override those set by the district. *See further information in 2 and 3 above.*

C. Assessment Procedures

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Students may begin a Form A/B/C assessment that has been *enabled* and testing times set as described in 4.B *above*. If a student attempts to select a Form Test before or after the times selected, a message will appear: "Your Pro-Core Form assessment is not available at this time."

The *default* testing **time limit** for all Form assessments is **90 minutes**, so the test will automatically "**End**" at 90 minutes after the student has begun taking the test itself *unless* an administrator or teacher has extended the testing time. The student can "**Save**" and return *one-time* before the 90 minutes is up.

If the test is scheduled over multiple days, the student is allowed one "Save-Exit" each day. When the student returns, the student will continue where s/he left off, and the test will auto-end after the 90-minute total time allowed.

Student Testing Window Menu
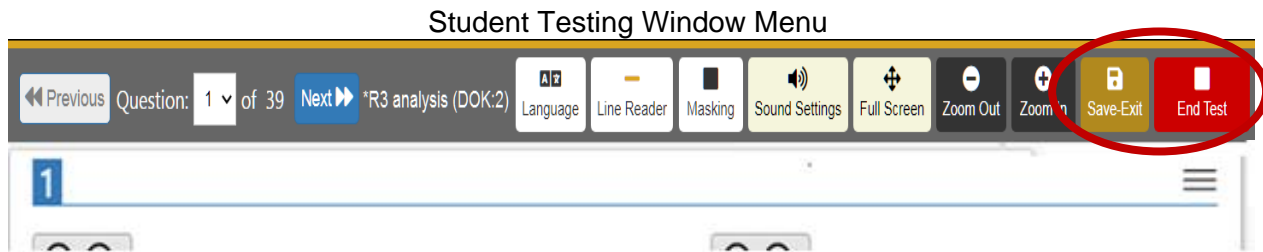
Student Warnings:

- When the student begins the test, a warning message will display the number of questions and the time allotted (90 minutes) before the test is Ended. The test cannot be *paused*.
- Students are allowed ONE "Save" to *bookmark* and return during an assessment. Tests scheduled over multiple days are allowed only one Save-Exit the each day.
- Students given extended time are allowed ONE ADDITIONAL *Save*.
- If the student attempts to Save a test more than one time in a session, s/he will be locked out. A message will display: "This assessment is locked because you saved the assessment more than once. Please contact your class teacher." The teacher may *unlock* a student using the Assessments Security Settings layout. (*see 3.B. above*)
- If a student intends to Save an assessment, s/he MUST answer the questions in sequence (1,2,3,4...etc). They MUST NOT skip questions or look ahead to any remaining questions. If the student Saves and returns to the test later, s/he will NOT be allowed to change the answers to questions s/he has already answered nor to answer any questions s/he has seen and skipped.
- A time remaining pop-up message is displayed at 10, 5, and 3 minutes left.
- Tests *Saved* by the student before the end of the 90 minute test limit are listed as "Incomplete" in the Test Completion Report. The student should "**End-Score**" a test when all the questions have been answered.
- Students may NOT exit from the browser window during the testing time. If a student tries to Exit, a warning message will appear: "You are not allowed to Exit this program during your testing time." If a student e**X**its their **B**rowser, the number of exits will appear in the **Test Completion Report** under XB.