

## 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 by the Test Administrator (Principal, School Contact Person, Test Coordinator, or Teacher).

Additional information for school administrators, teachers, and students is contained in Sections E, G, J, and L of the *Pro-Core User Manual*. Go to <https://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, school 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.

### **Update** Pro-core Features for Local and Remote Security

Pro-Core has added a variety of features to enhance local and remote system and assessment security. These new features are controlled by district managers (**Section D**), school administrators (**Section G**), and teachers (**Section J**). Also included are new security features for students taking the Pro-Core Form A/B/C assessments (**Section L**).

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.

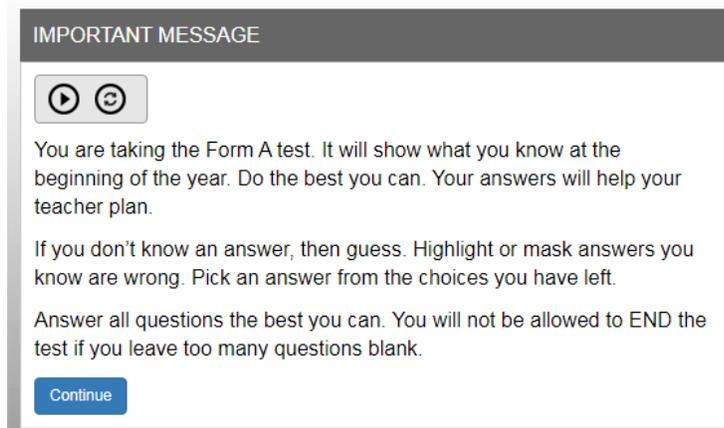
### **BEFORE THE ASSESSMENTS**

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 END TEST.
  - Know that responses are automatically saved when they open a test and after each question is 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 separate test may 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.



Form A Message

### **Update Student Warning Messages**

- When the student begins the test, a message will display the number of questions and the time allotted (**90 minutes**) before the test is Saved and Ended. The test cannot be *paused*. **Students have the option to Hide the Timer.**
- Students are allowed ONE “**Save**” to *bookmark* and return to an assessment. Tests scheduled over two days are allowed only one Save the first 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 page J-6*)
- If students intend to *Save* their assessment, they **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 may “**End**” 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. You must Save or End the test first. If you continue attempting to Exit the window, the test will END automatically and your action will be reported to your teacher.”

A *sample* of the Form Test online instructions are shown below:

### Instructions



- This test has 30 questions. You have 90 minutes to answer all the questions.
- Your school may choose for you to take this test in two 45-minute time slots. At the end of each time slot, the test will shut down. Your work will be saved and scored.
- You can save your work ONCE. Click on "SAVE" to store your answers and the time you have left. You will be able to come back to the test later. When you return, you will only be able to work on new questions. You will NOT be able to go back to any questions you saved.

### Warning



- This is a timed test. Make sure no one interrupts you. The timer cannot be paused once it has started.
- Answer the questions in order (1,2,3,4...etc.). DO NOT skip questions. DO NOT look ahead to other questions.
- If you click "Save", you will be told to check your work. You will also be asked to finish questions you skipped. IT IS IMPORTANT THAT YOU DO THIS. When you return to the test, you will NOT be able to change any answers you saved. You will also NOT be able to answer any questions you skipped.

### Language



- This test is available in two languages. Please select language below:

English ▾

Start Test

Form A/B/C instructions

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. We recommend the Form A 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.

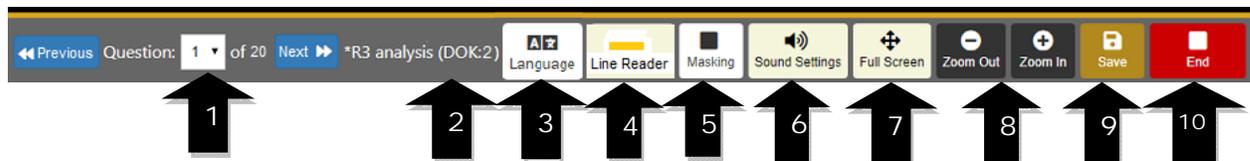
3. **Length of test:**

Pro-Core assessments are normally timed for 90 minutes. Students who are allotted extra time in IEPs or 504 Plans may require more time than 90 minutes. Test timing may be extended by the teacher for all or individual students. Pro-Core recommends having a school-wide plan for dealing with the extra time these students may need to reduce the amount of class time that is required for testing. (see **Section J**)

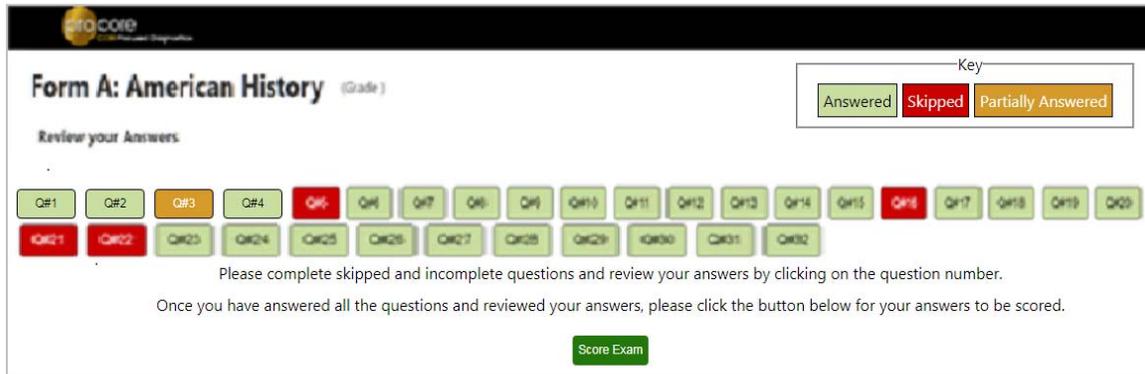
4. **Test Monitoring:**

For *local* testing, 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 or end and submit their responses before logging-off the system. To enhance security for *remote* testing, administrators and teachers may set time restrictions for accessing and completing the assessments at home. (see **Section J**)

**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. **Language** allows selection of Spanish language selection (if available for the test)
4. **Line Reader** allows the computer to read aloud each line of the test item.
5. **Masking** allows the student to block out any portion of the test item.
6. **Sound Settings** allows the student to adjust the computer “speaking” sound.
7. **Full Screen** provides a larger portion of the question. This is especially useful when the question needs to be scrolled down.
8. Clicking the **Zoom Out** will **decrease** the text size; **Zoom In** will **increase** the text size.
9. **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. The student is allowed to use Save only one time.
10. Clicking the **End** button shows a summary of questions answered or skipped. (see below)



Students may click on the Question # to go back and answer skipped or partially answered items. Students should review their answers before clicking the “**Score Exam**” button.

**AFTER THE ASSESSMENTS:**

1. Check that students have correctly submitted their responses and 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.

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

*Information about the Pro-Core Short Cycle Web Assessment (SCWA) program and reports is contained in Sections J and K of the online Pro-Core User Manual.*

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