

## Administration Instructions for 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 district and school administrators, teachers, and students is contained in Sections G (District), I (School), L (Teachers), and P (Students) 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.

### When should Pro-Core Form Assessments be administered?

Scaled scores, growth measures, and estimated scores are calculated based upon how students perform compared to other students who take the tests within the testing window. (see the **Schedule** below). ***Taking the assessments outside these testing windows no longer provides HQSD.*** Districts can choose to administer assessments outside these windows at a time that best meets their needs. ***However, scaled scores, growth measures and estimated scores may not be accurate for students who test outside these windows.***

Here are some things to consider as you schedule Pro-Core Form Assessments:

- **Form A:** Growth measures will be at their highest and most accurate by scheduling Form A as early as possible in the school year.
- **Form B:** Form B is an optional test to give mid-year feedback. Scaled scores, growth measures and estimated scores will be most accurate if given during the

testing windows. Some schools, districts, and teachers like to give an assessment shortly before the state tests to give students practice. For this purpose, consider giving Form B outside the testing window. Giving Form C this early in the school year puts your students at a disadvantage.

- **Form C:** Ideally, scores and growth measures will be at their highest and most accurate after students complete instruction for the year. However, student motivation to do their best may decline in the final weeks of school. Some schools, districts, and teachers like to give an assessment shortly before the state tests to give students practice. For this purpose, consider giving Form B outside the testing window. Giving Form C this early in the school year puts your students at a disadvantage.

Recommended Form Tests Schedule	Open Window	Close Window
<b>Form A</b> Year-long courses Semester courses: 1st Semester 2nd Semester	August 15 August 15 Beginning of Semester	November 25 September 30 February 29
<b>Form B</b> Year-long courses Semester courses: 1st Semester 2nd Semester	November 26 October 1 March 1	February 29 November 25 April 14
<b>Form C</b> Year-long courses Semester courses: 1st Semester 2nd Semester	March 1 November 26 April 15	May 31 End of semester May 31

Pro-Core has constructed tests so that 90%\* of students can complete the test in 80 minutes or less. This will allow nearly all schools to complete the tests within 2 class periods.

\*Our records show that about 12% of students qualify for additional time due to their IEPs or 504 Plans. See **page L-6** for teacher instructions to extend student test time.

If you have questions about these recommendations, please contact [bclark1924@icloud.com](mailto:bclark1924@icloud.com)

### 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 G**), school administrators (**Section J**), and teachers (**Section L**). Also included are new security features for students taking the Pro-Core Form A/B/C assessments (**Section P**).

Pro-Core Form A, B, C subject assessments should be administered within a 1 to 2-week testing “window” as shown above. 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.

**WARNING:** The Form A, B, or C assessments must be *enabled* by your Pro-Core District or School Manager in order for the assessment to appear in your students' **Other Assessments** layout.

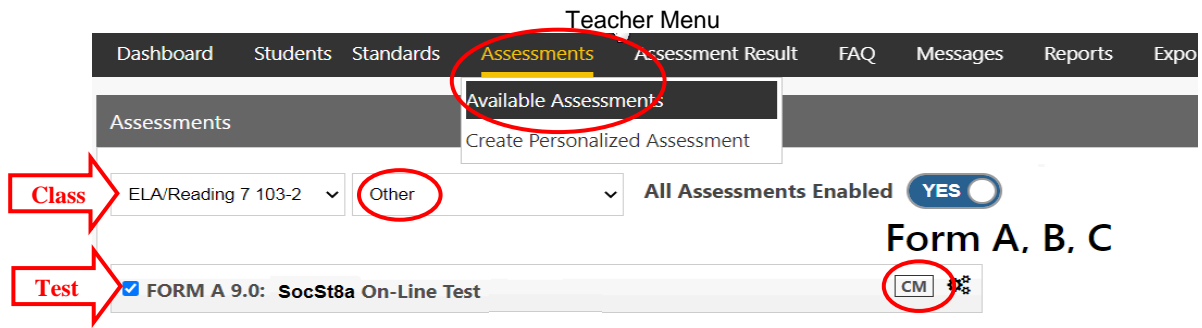
### **BEFORE THE ASSESSMENTS**

1. **Clever** or **ClassLink** users will log-into the system using Single Sign-On (SSO)
2. **Non-Clever/ClassLink** district or school administrator should generate a list of teacher user names and passwords for logging into the online Pro-Core Assessment System.
3. 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.
4. Students should be presented with the information below which is also contained in **Section P** of this manual. Students should:
  - Become familiar with messages, like “You have not answered all the questions.”
  - Know the difference between **SAVE-EXIT** 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.
5. 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.
6. Make-up tests should take place within school’s testing window—at the end of which the tests should be *disabled* by the district administrator
7. 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.

### ***NEW!* Form Test Class Monitor**

The Form Test **Class Monitor** [CM] allows teachers to see whether each student is moving *normally* through a Form test compared to other students and is *properly* Saving or Ending the test. Teachers may also view a **Class Monitor Report** following the test to analyze the pattern of student responses to Form test questions

Teachers may access the Form test Class Monitor via their Menu bar **Assessments** tab > **Available Assessments** > **Other**, and selecting [CM] on the Form Test subject

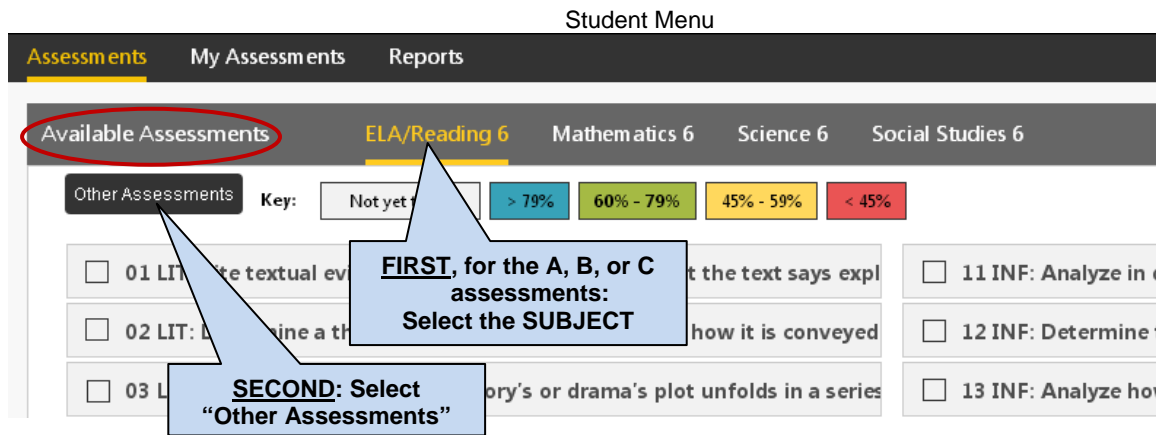


➤ Detailed instructions on using the teacher *Pro-Core* Form Test Class Monitor are available in **Appendix 7** of this *User Manual*.

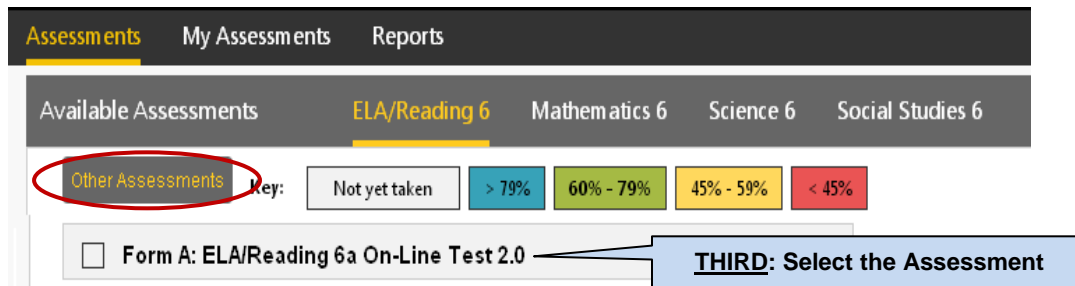
### Students Finding and Selecting Their Form A, B, C Assessments

Directions for students' Form A assessments:

- (1) In “**Available Assessments**” Menu bar, select the Form assessment **subject**.
- (2) Then, select “**Other Assessments**.”



- (3) Finally, select the *available* Form assessment under “**Other Assessments**.”



## DURING THE ASSESSMENTS

1. **Read aloud** the Instructions on the students’ opening screen as the students follow along:

[Haga clic aquí para español](#)

Click here for Spanish instructions

### Instructions

- This test has 39 questions. You have 90 minutes to answer all the questions, unless your teacher has extended your testing time.
- Your school may choose for you to take this test in shorter time slots over two or three days.
- Your work is always saved with each keystroke. You will only click “SAVE-EXIT” at the end of a day’s testing if you are not finished and your time has not run out.
- At the end of a day of testing, click on “SAVE-EXIT” to save the time you have left. You will be able to come back later. At that time you can finish any questions you have not yet seen.
- Clicking “SAVE-EXIT” will take you to screens that let you know which questions you have opened and skipped. Go back to the skipped questions and answer them. **YOU WILL NOT BE ABLE TO SEE THOSE QUESTIONS WHEN YOU COME BACK TO THE TEST.**
- When you come back to the test, you will only be able to work on new questions. You will **NOT** be able to go back to questions seen during any other day’s testing.
- When you are finished with the test, click “END-TEST”. This will take you to a screen asking you to check your work and finish the day’s skipped questions. Click “SCORE TEST” when you have checked your work and answered the questions.

### Tips for Success

- This is a timed test. Use your time well.
- Answer the questions in order (1,2,3,4...etc.). **DO NOT** skip questions. **DO NOT** look ahead to other questions.
- Read each question carefully.
- Answer each question, even if you are not sure of the answer.
- Check your work and answer any skipped questions at the end of each day of testing. **IT IS IMPORTANT THAT YOU DO THIS.** When you come back to the test, you will **NOT** be able to change any answers from another day’s testing. You will also **NOT** be able to answer any questions you saw and skipped.

Start Test

Form A/B/C instructions

2. An “Important Message” will appear for the Form A test:

#### IMPORTANT MESSAGE



You are taking the Form A test. It will show what you know at the beginning of the year. Do the best you can. Your answers will help your teacher plan.

If you don’t know an answer, then guess. Highlight or mask answers you know are wrong. Pick an answer from the choices you have left.

Answer all questions the best you can. You will not be allowed to END the test if you leave too many questions blank.

Continue

Form A Message

- Make it clear that it is better to guess at an answer than to leave an answer blank.

## Important Information

- 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 or Ended. Students have the option to **Hide** the **Timer**.
- Students are allowed to “**Save**” (*bookmark*) and return to an assessment depending on how many days the test has been scheduled by the district administrator.
- 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.” Only an administrator may *unlock* a student using their Assessments Security Settings layout.
- 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 should “**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.” If a student **eXits** their Browser, the number of exits will appear in the **Test Completion Report** under **XB**.

### 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.

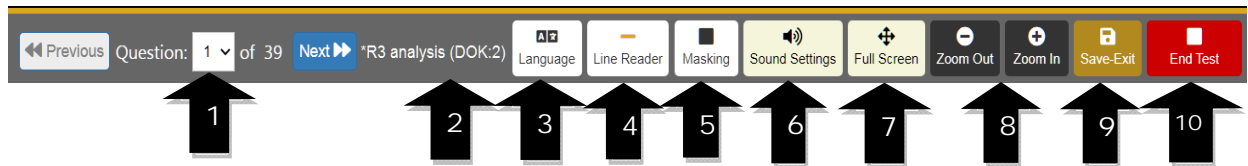
### Length of test:

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 L*)

### 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 L*)

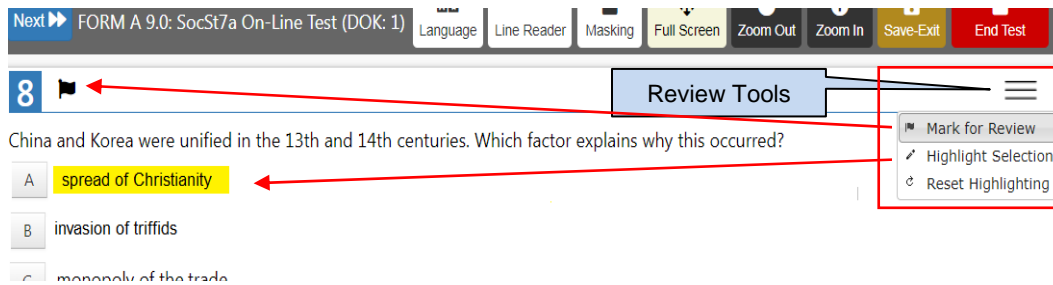
## The Student Assessment Screen: Navigation Bar Functions



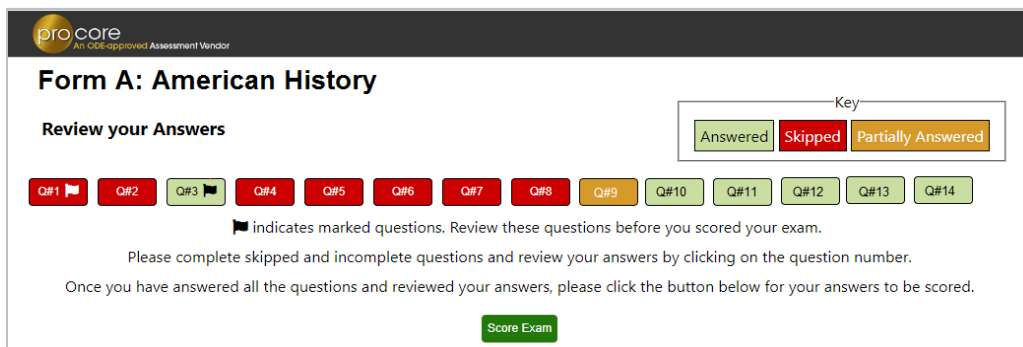
1. The **Down Arrow** allows any question to be selected.
2. **DOK** (Depth of Knowledge) refers to the complexity of the question (1-4)
3. **Language** allows selection of Spanish language selection (if available for the test)
4. **Line Reader** allows the computer to read aloud each line of the test 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-Exit** allows the student to *bookmark* the test, review *seen* questions and Exit 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 limited Saves.
10. Clicking the **End-Test** button shows a summary of questions answered, skipped or partially answered. This ends and scores the test. (*see below*)

### **NEW!** Flagging and Highlighting Questions for Review

Students have the option to "flag" questions they wish to review before exiting the test. They may also highlight any words or section using the drop-down box at the top-right of the layout.



When the students **Save** or **End** the test, a "**Review**" layout will appear:



Students may click on the **Question #** to go back and answer skipped, flagged or partially answered items.

Students should review their answers before clicking the “**Score Exam**” button.

**WARNING:** If students *Save* and *Exit* the test, they canNOT return later to questions they have answered and/or seen and skipped.

**AFTER THE ASSESSMENTS:**

1. Check that students have correctly Ended the test 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](#).

**CAUTION1:** Administrators and teachers should check the **Assessment Results Report** in to see if any student assessments were *flagged* for falling below certain thresholds.

**CAUTION2:** Administrators and teachers should also check the **Test Completion Report** in particular before attempting to generate any Form reports to ensure the report data is accurate.

**NOTE:** Administrators should **Disable** assessments at the end of the testing window. (see page 1-2 above.) All form tests must be *Ended* before a test can be scored and the testing window properly closed.

IF there are still Form tests open or *Saved*, the following **message** will appear:

**CAUTION:** There are still student Form tests that have not been scored.

Please check the Completion Report to view student tests that are still open or Saved but have not been properly Ended. You may force-end those tests before Disabling the test. [OK]

- When the administrator clicks "OK," they will be taken to the **Completion Report** layout.
- They may browse through the classes and select *End Test* for individual students, OR...

IF they select *End ALL* Tests. The following **message** will appear:

**WARNING:** This will force-end and score all tests that have not been properly ended. Do you wish to continue? [Yes/No]

- "No" will cancel the procedure.
- "Yes" will end and score all open tests.
- The same message will appear if the teacher selects End All tests.
- The administrator may then return to the Enable/Disable layout to close the test window.