

## APPENDIX 2 – Security Features

**NOTICE:** The instructions and features described in this document have been added to the main Sections G – P of the *Pro-Core User Manual* at <https://pro-core.us/manuals.html>. This document presents those features targeted to individual Pro-Core users: (1) District Administrators, (2) School Administrators, (3) Teachers, and (4) Students.

### 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) district managers, (2) school administrators, and/or (3) teachers. Also included below are updated security features for (4) students 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 Student Access Times and (B) Pro-Core Form Assessment Times.



#### A. Setting Student System Access Times

Your school(s) and students Pro-Core system access times are pre-set at the beginning of the school year. The *default* student system access times are weekdays 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 students 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

School Name	District	Action
RIV: Riverview HS	Riverview	 

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### Set System Access layout

**Edit Student System Access Times**

District: Riverview

School Name: RIV: Riverview HS

School Code: (Used in enrollment)

Opening Time: 07:00 a.m. **Select days when you do NOT want students to access the Pro-Core System**

Closing Time: 05:00 p.m.

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

IP Address Range: -

Monday  Tuesday  Wednesday  Thursday  
 Friday  Saturday  Sunday

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 testing times *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. Administrators 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. 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.”

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### Enable/Disable layout

Assessments Enabled/Disabled

Available Assessments

Enable/Disable

Setting Testing Times

Allow Form C to show in Reports YES

Please Do Not release Forms A, B and C's if they haven't been ordered.

Form A/B/C assessments are 90-minutes in length. Click here to extend the time 0 minutes.

1 Save allowed. You may increase the saves for multiple-day testing here: 1

Save All Forms

	RIV: Riverside Elem	RIV: Riverside Jr Hi	RIV: Riverside
<input type="checkbox"/> FORM A 7.0: ELA7a On-Line Test	<input checked="" type="checkbox"/> Enable	<input type="checkbox"/> Enable	<input type="checkbox"/> Enable
<input type="checkbox"/> FORM A 7.0: Math7a On-Line Test	<input type="checkbox"/> Enable	<input checked="" type="checkbox"/> Enable	<input checked="" type="checkbox"/> Enable
<input type="checkbox"/> Spanish Version	<input type="checkbox"/> Enable	<input checked="" type="checkbox"/> Enable	<input checked="" type="checkbox"/> Enable

After enabling your Form assessments, click “Save,” and you will automatically go to the “**Setting Times**” in the District Assessments Menu. Otherwise, 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

Setting Testing

Available Assessments

Enable/Disable

Setting Testing Times

School: RIV: Riverview HS

view Student System Access Times

Select the dates and times students are allowed to take the Form tests you Enabled.

Form A, B, C assessments are 90 minute tests. They may be administered over multiple days. Starting-Ending times should be selected to allow teachers additional time to give instructions and help students begin the tests

Save

	Date	Starting Time	Ending Time
1			
2			

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

Assessment Name	Status	Action
FORM A 7.0: ELA7a On-Line Test	Enabled	Enable
FORM A 7.0: Math7a On-Line Test	Disabled	Enable

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After enabling your Form assessments, click “Save.” Select “**Setting Testing Times**” in the School Assessments Menu, or you will automatically be taken 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 must 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

	Date	Starting Time	Ending Time
1			
2			

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).

**WARNING:** 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 System Access and Assessment Times 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 Student Access Times and (B) Pro-Core Form Assessment Times.

#### A. Student System Access Times

You 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 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.

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

You may modify your students’ system access times 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

The screenshot shows the Pro-Core system interface. At the top, there is a navigation bar with tabs: Dashboard, Students, **Assessments**, Assessment Result, FAQ, and Reports. Below this is a header for 'Assessments'. A dropdown menu shows '101 Biology' and 'Standards' (circled in red). A blue button labeled 'Set Class Access Times' is highlighted with a red callout that says 'Set SCWA Access'. Below this are four checkboxes for standards: '01 HER: Cellular genetics' (checked), '02 HER: Structure and function of DNA in cells' (checked), '07 EVO: Speciation' (checked), and '08 DIV: Biodiversity' (unchecked). A modal dialog box titled 'Class Access Times' is open, showing 'Opening Time' and 'Closing Time' input fields. Below these are checkboxes for days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. A note states: 'Note: If selections are left empty, the days and times will default to the District or [School Access Times](#)'. A red callout points to the 'Save' button in the dialog box, saying 'Confirm School System Access'. The dialog box has 'Cancel' and 'Save' buttons at the bottom.



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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 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**.

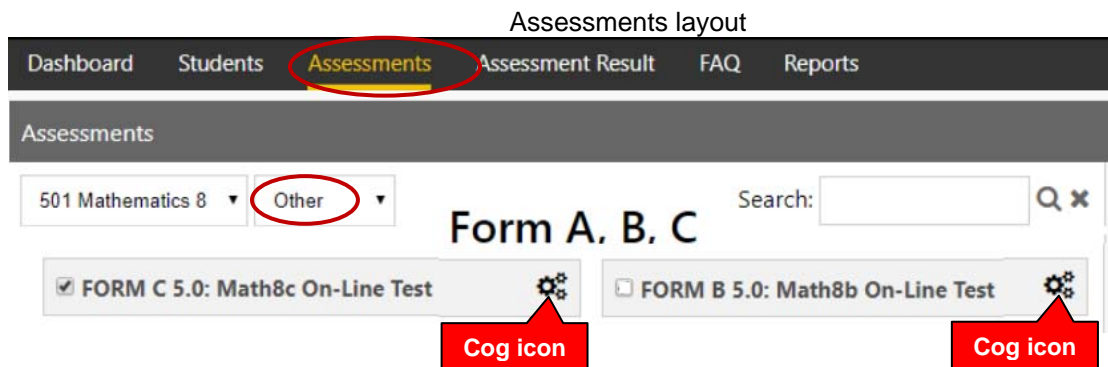
The following information is also presented on page **L-5f** in this *User Manual*.

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.



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

**Assessment Security Settings**

For added security, please schedule the assessment by selecting a specific date and time for each day of testing.  
 If you leave the fields empty, the test will be available during ALL the days and times set for all tests by your school or district administrator.  
 Form A, B, C assessments are 90 minute tests. They may be administered over multiple days.  
 Starting-Ending times should be selected to allow additional time to give instructions and help students begin the test. For example: Allow a minimum of 2 hours for a one-day session.

	From Date	To Date	Starting Time	Ending Time
1	Wednesday - 4/5/2023	Thursday - 4/6/2023	09:00 AM	11:00 AM
2				
3				

[View School Test Times](#)

[View School Settings](#)

[Save](#)

### Students

Lock  NO Search:

Lock	First Name	Last Name	Student Code	Extended Time	<input type="checkbox"/> ALL
<input type="radio"/> NO	Eve	Alpha	1482000	0 minute <input type="button" value="v"/>	
<input type="radio"/> NO	Frances	Beta	1597000	0 minute <input type="button" value="v"/>	
<input type="radio"/> NO	Dick	Delta	1333000	0 minute <input type="button" value="v"/>	

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 System Access and Form A/B/C Assessment Times are set by District or School Administrators and/or Teachers.

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

#### A. Student System Access Times

Student access time to the Pro-Core system has been previously set. The *default* student system access times are weekdays 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 students 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 testing times 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*.

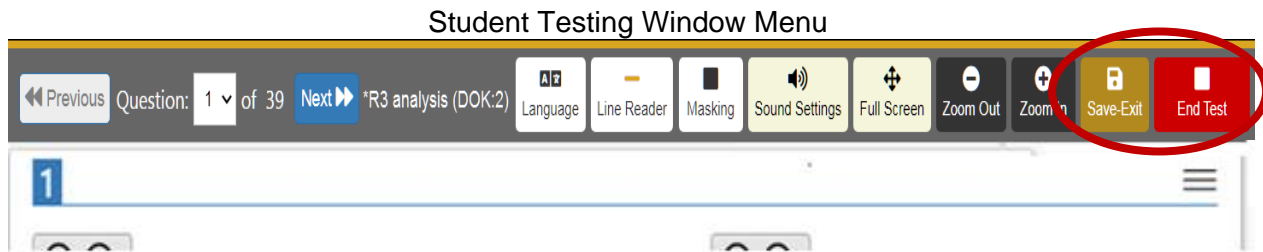
#### C. Assessment Procedures

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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 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 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 **eXits** their Browser, the number of exits will appear in the **Test Completion Report** under XB.