APPENDIX 6
Pro-Core Sample Test Forms (Non-Clever/ClassLink Schools)

After you have registered your district or school with Ben Hemingway@pro-core.us, you will be sent a Pro-Core **Enrollment Confirmation Form** and a school **Data File** *template* for student and teacher class school enrollments.

Pro-Core Enrollment Confirmation Form (Appendix 6-2)

The Pro-Core Enrollment Confirmation Form is a Microsoft Word *template*. Type or select your responses in the document, save with your school name, and return to us by email. This document is *required* for schools administering the Pro-Core "Form A" diagnostic pre-test. *See also* Section B of this *Manual*.

➤ **Download the file here: https://pro-core.us/twm/Pro-Core_Enroll_Confirm_Form23.doc**

Sample Data File template (Appendix 6-3)

The Pro-Core Data File template.xls is an Excel spreadsheet form that administrators can use to collect the required student and teacher class data to enroll each school. You may also use a .csv or .xlsx format. **The header row is REQUIRED with the exact header field names in row 1, columns A-Y**. Case-sensitive matching is not required. The order of the columns is required. Data is required in most of the fields. If they are left blank, the enrollment file may be rejected. *See* Section D of this *Manual*.

➤ **Download a file copy here: https://pro-core.us/twm/Pro-Core_Data_File_template.xls**

Student Response Sheet (Appendix 6-4)

Teachers may wish to have elementary students use a paper Response Sheet for testing, and then have students enter their responses online.

Contact Ben Hemingway@pro-core.us for more information.

Pro-Core Enrollment Form – (for Direct Online Enrollment)

REQUIRED >>> **RETURN THIS FORM via e-mail to: PRO-CORE@WINDSTREAM.NET** <<<

<u>Directions</u>: Complete this **Enrollment Confirmation Form** by typing in the shaded boxes. Please fill-in <u>all</u> the information that applies. Download the ***Pro-Core User Manual, Section A***, for more information.

➢ Please complete a <u>separate</u> Form for each school **IF** your schools will have different Form test beginning and ending testing <u>dates</u>.

District Name: School Name(s):

=Total Number of Students in this school to be <u>enrolled</u> into the Pro-Core online system

✓ Select the Pro-Core licensed online test(s) for your district or school:
✓ Select the **Sp** checkbox to request a Form A and C **Spanish** version.[1] (Form B not available)

☐ **Form A**   ☐ **Form B**   ☐ **Form C**   ☐ **Other:** ____

MATHEMATICS	SCIENCE	SOCIAL STUDIES	ELA/READING	Other HS Math
☐ 2 ☐ Sp	☐ 2 ☐ Sp	☐ 2 ☐ Sp	☐ 2	☐ Integrated
☐ 3 ☐ Sp	☐ 3 ☐ Sp	☐ 3 ☐ Sp	☐ 3	Math I ☐ Sp
☐ 4 ☐ Sp	☐ 4 ☐ Sp	☐ 4 ☐ Sp	☐ 4	☐ Integrated
☐ 5 ☐ Sp	☐ 5 ☐ Sp	☐ 5 ☐ Sp	☐ 5	Math II ☐ Sp
☐ 6 ☐ Sp	☐ 6 ☐ Sp	☐ 6 ☐ Sp	☐ 6	☐ Integrated
☐ 7 ☐ Sp	☐ 7 ☐ Sp	☐ 7 ☐ Sp	☐ 7	Math III ☐ Sp
☐ 8 ☐ Sp	☐ 8 ☐ Sp	☐ 8 ☐ Sp	☐ 8	
☐ Algebra I ☐ Sp	☐ Phys Sci ☐ Sp	☐ Am History ☐ Sp	☐ 9	
☐ Algebra II ☐ Sp	☐ Biology ☐ Sp	☐ Government ☐ Sp	☐ 10	
☐ Geometry ☐ Sp	☐ Chemistry ☐ Sp	☐ Mod Wrld Hist ☐ Sp	☐ 11	
			☐ 12	

[1]*There is a one-time charge of $100 for each Spanish test checkbox you select.*

➢ ☐ Our district/school wants to use *Clever* SSO Rostering and Secure Sync with *Pro-Core*. Our SIS/tech person's <u>email</u> for *Pro-Core-Clever* Integration is:
NOTE: *Clever* schools MUST return this form to Pro-Core before schools can be enrolled (*see below*).

Managing Administrator's* Name: **Title**:
*This person will be responsible for *enabling* assessments and adding administrator/principal log-ins.

Administrator's Email : Email cc's: Phone:
✓ Include the email of each person you want to receive Pro-Core notifications.

Please enter your *tentative* **Form Test dates below:**

Begin <u>Form A</u> test date (*mm/dd/yy*): **   *End* <u>Form A</u> Test Date (*mm/dd/yy*): ***
Begin <u>Form B</u> test date (*mm/dd/yy*): **   *End* <u>Form B</u> Test Date (*mm/dd/yy*): ***
Begin <u>Form C</u> test date (*mm/dd/yy*): **   *End* <u>Form C</u> Test Date (*mm/dd/yy*): ***
**Online tests to be enabled on this date   ****Online tests to be completed by this date*

<u>Please list:</u> (1) your first day of school: (2) your last day of school:
(3) School schedule: ☐ Semester ☐ Trimester ☐ Other:

➢ If you are <u>NOT</u> using *Clever*, use the Enrollment Data spread sheet *template* attached to the email you received with this form for your student-teacher-class enrollments.

➢ Save this file with your school or district name. RETURN it as an e-mail attachment to:
PRO-CORE@WINDSTREAM.NET

➢ **Download a file copy here: https://pro-core.us/twm/Pro-Core_Enrollment_Form.doc**

Pro-Core Data File – with sample student, teacher, and class information

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Column A for	Columns B - H are the "minimum" fields REQUIRED in your school Data File							Column I is a required information			Columns L - N are optional			Column O Subject-Grade information is REQUIRED						
2	"batch" edits	for Pro-Core online enrollment information							fields for online testing.						Column P - U Demographic-Subgrouping Codes are optional						
3	Action	District Name	School Name	Student Last Name	Student First Name	Student ID	Student Gender	Student Grade	Main Teacher Last Name	Main Teacher First Name	Period	Co-Teacher Last Name	Co-Teacher First Name	Co-Teacher Period	Test Subject&Grade	Subgroup1: Ethnicity	Subgroup2: LEP	Subgroup3: Migrant	Subgroup4: Gifted&Talented	Subgroup5: 504 Plan	Subgroup6: IEP
4		Your District	Your School	Baken	Aaron	181671	M	8	Smith	B	2				M8	2	N	N	N	Y	Y
5		Your District	Your School	Canter	Adam	182015	M	8	Smith	B	2				M8	1	N	N	N	N	N
6		Your District	Your School	Martino	Jesse	190544	M	8	Smith	B	2				M8						
7		Your District	Your School	Caballo	Yvonne	188601	F	8	Smith	B	2				M8	3	Y	Y	N	N	N
8		Your District	Your School	Spaulding	Sam	187899	M	8	Smith	B	2	Cotton	F	3	M8	1	N	N	Y	N	N
9		Your District	Your School	Spaulding	Sam	187899	M	8	Bowman		1	Cotton	F	4	R8	1	N	N	N	Y	N
10		Your District	Your School	Weber	William	190254	M	8	Bowman		1				R8	2	N	N	Y	N	N
11		Your District	Your School	Burge	Allen	181465	M	8	Bowman		1				R8	2	N	N	N	N	N
12		Your District	Your School	Harris	Amanda	183778	F	7	Smith	P					C7	4	N	N	N	Y	N
13		Your District	Your School	Sharpen	Alice	179116	F	7	Smith	P					C7	3	N	N	N	N	N
14		Your District	Your School	Silvers	Anastasia	189292	F	7	Smith	P					C7	5	Y	Y	Y	N	Y
15		Your District	Your School	Heisley	Ashley	190681	F	7	Smith	P					C7		N					N

Notes: [Colors and shading are for this sample only. They are NOT required in your data file.]

Column F: Student ID must be unique, and match the ID number on all Pro-Core records. Up to 9 digits.

Column J: Teacher First Name or INITIAL--Required for enrollment if two teachers in the school have the same last name

Column K (and N): Class Period --Needed for enrollment to identify different classes if the teacher has more than one class in the same subject.

Column O: Test Form--Subject and Grade. Preferred abbreviations: Math=M; Sci=S; SocSt=C; Read=R [Required for direct online enrollment]

NOTE: For High School Courses, use the course name: Government, American History, Geometry, Chemistry, etc.

Columns P-U: Demographic-Subgrouping Codes in this sample are based on codes used in EMIS student data records.**

Rows 8 and 9: Example of two records for the same student: with different teachers and/or different tests (subjects) and/or different demographics.

FOR MORE INFORMATION see the **Pro-Core User's Manual:

"Data Needed for Generating Student and Teacher Information on Pro-Core Reports"

GO TO the Pro-Core website, Support Page: http://pro-core.us/manuals.html

➢ *See* Sections B and D in the Pro-Core User Manual: **https://pro-core.us/manuals.html**

➢ **Download a file copy here: https://pro-core.us/twm/Pro-Core_Data_File_template.xls**

This Student Response Sheet may be photocopied for transfer of responses online.

Pro-Core STUDENT RESPONSE SHEET

PRINT STUDENT NAME: _____ DISTRICT: _____

SCHOOL: _____ TEACHER LAST NAME: _____ Date: _____

PRINT YOUR STUDENT ID NUMBER IN THE ROW OF BOXES; THEN MARK EACH MATCHING CIRCLE IN THE COLUMN BELOW EACH BOX.

NOTE: A unique Student ID Number MUST be accurately filled-in, and must match the student's record in the data file sent to PRO-Ohio by the school in order to display the correct name of the student, teacher, and class section in the PRO-Ohio School reports.

STUDENT ID NUMBER

* Use a No. 2 pencil for easy erasure of errors.

* Make dark, heavy marks that fill the circles completely.

* COMPLETELY erase unwanted marks.

* Make no stray marks on this answer sheet.

Answer Selection: Correct = ● Incorrect = ☒ ☑ ⊖

DO NOT USE in an OMR scanner. Duplicate this form as needed. Use it to record or transfer responses to the Pro-Core online system.

TEST SUBJECT (Mark the Subject tested using this form):

Mathematics   Science   Social Studies   Reading
☐   ☐   ☐   ☐

TEST FORM (Mark a Number AND a Letter):

1   2   3   4   5   6   7   8   9   10   11   12
☐   ☐   ☐   ☐   ☐   ☐   ☐   ☐   ☐   ☐   ☐   ☐

A   B   C   D   E   F   G   H
☐   ☐   ☐   ☐   ☐   ☐   ☐   ☐

STUDENT ANSWERS

Computers in Education, Inc.
Form# Pro-Core 10.0

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