

PRO-Ohio Assessment System: Procedure Overview

PRO-Ohio is a tool to help teachers prepare students in grades 2-10 for success on the Ohio Achievement Assessment and the Ohio Graduation Test.

You now have the option to enroll students in the *PRO-Ohio Short Cycle Web Assessment system* prior to administering the *PRO-Ohio paper-pencil tests*.

We recommend that you following the timeline and procedures below to enroll students and/or administer *PRO-Ohio* assessments in order to receive and generate your test results in a timely and economical manner.

In order to take advantage of the full power of the *PRO-Ohio* system, we recommend that your students be grouped, enrolled and/or tested by individual subject teacher classes—not by homeroom teachers nor by large subject-only groups.

General Preparation (1 week prior to early enrollment; 3-4 weeks prior to paper-pencil testing)

1. Decide whether you are going to enroll students into the *PRO-Ohio* online system prior to administering the *PRO-Ohio* paper-pencil tests. (*see* the **Flowchart** and **Checklist** below)
2. Decide whether you are going to print the *PRO-Ohio* tests yourself using our Master Copies, or order the tests from our printing contractor. Request either the ***PRO-Ohio Test Copy Order Form*** OR the ***PRO-Ohio Printing Order Form***. (*see* Appendix B)
3. For either early enrollment or ordering test scan sheets, you will be contacted by email requesting that you complete an electronic **Work Order Form**. (*see* Appendix B)
4. You will also be asked in the same email to send a **Student Data file** containing the required student information for early enrollment or pre-printing (slugging) scan sheets .
Pre-printing (slugging) of your scan sheets requires 3-4 weeks turn-around time.
Detailed information regarding the required data file is contained in **Section B**.

Early Enrollment Procedure (1 week)

1. We will use the data file you send to enroll students into teacher classes where they can begin using the *PRO-Ohio* online system.
2. If you are administering the paper-pencil tests, we will use your enrollment data to pre-print your teacher and student scan sheets.

Paper-Pencil Test Administration Procedure (1-2 weeks)

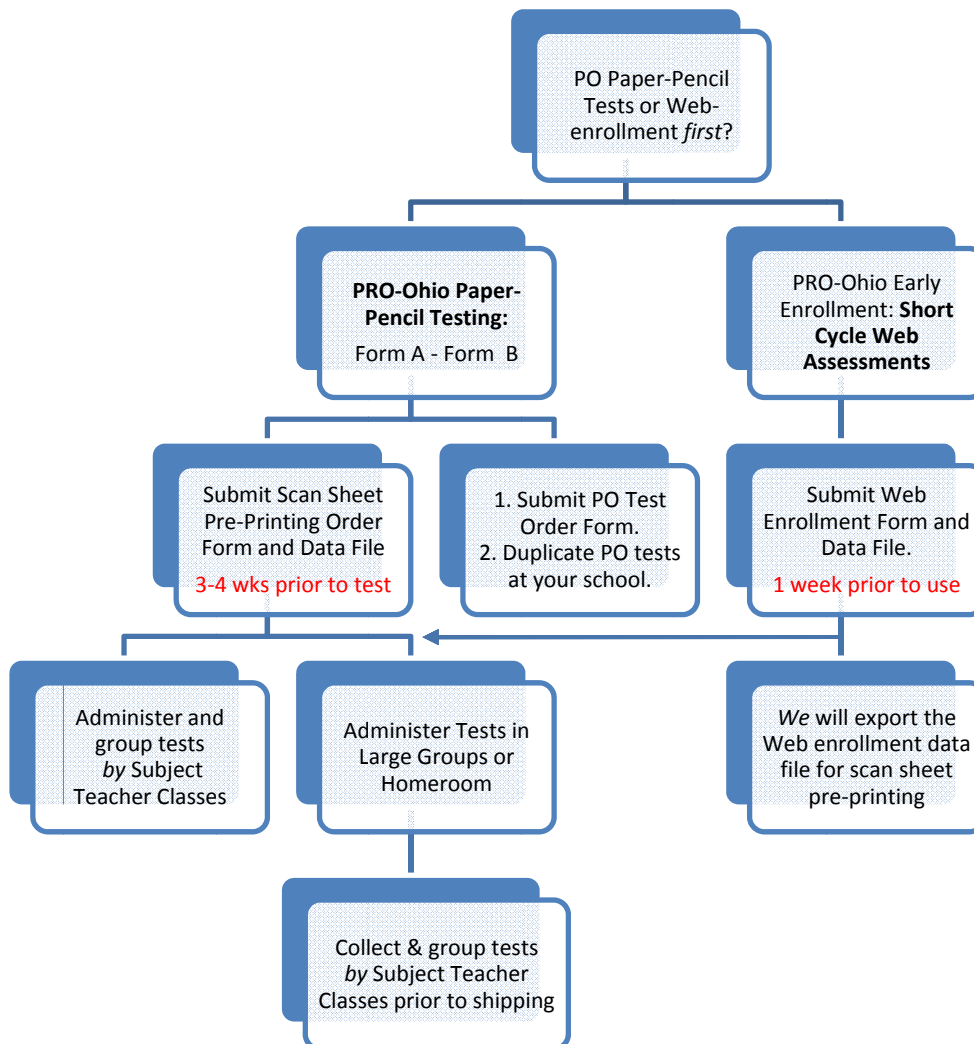
1. Student Response forms and Teacher Cover Sheets will be shipped via UPS directly to the address in the Work Order Form (usually to the school principal).
2. The school principal will distribute the scan sheets to the teachers.
3. We recommend class teachers administer the *PRO-Ohio* Diagnostic test(s) in their classrooms. (Other test settings are optional).
4. Students (or teachers) using blank forms **MUST** accurately bubble-in all information on their bubble sheets. **Please be sure teachers have access to Student IDs.** Teachers must bubble-in the Test Form and Subject(s) on their Cover Sheets.
5. The completed test response scan sheets should be grouped into teacher-class-subject sets.
6. The principal will collect the scan sheet sets, ***remove all paper clips or rubber bands***, pack and ship the sheets to our scanning contractor via pre-paid UPS.
Detailed instructions for Principals and Teachers and General Guidelines for test-taking are contained in **Section C**.

PRO-Ohio Test Results Reports (1 week)

1. Within 5-7 school days from your date of shipment, your **PRO-Ohio School Reports Program** will be sent to you directly via email download link which you can share with other school staff.
2. You, your teachers and staff, will be able to generate up to 24 unique *PRO-Ohio* test reports. Test results will also be merged into the Early Enrollment online records.
3. If you have NOT chosen Early Enrollment, your school enrollments and test data will be uploaded to your school on the **PRO-Ohio Short Cycle Web Assessment system**. Detailed instructions for operating the *PRO-Ohio Reports* program are contained in **Section D. Short Cycle Web Assessment** tools are contain in a separate manual.

➤ **Sample Forms and Reports** are contained in the **Appendices**.

Early Enrollment or Test Administration First?



Non-Early Enrollment students administered the *PRO-Ohio* paper-pencil tests will be enrolled in the *PRO-Ohio* Short Cycle Web System based on how the scan sheets are grouped. *We recommend they be grouped by individual subject teacher classes when they are returned for scoring.*

PRO-OHIO Assessment Systems – Timeline Checklist

One month or more before your planned testing date:

- Contact Ben Hemingway when your Purchase Order is forthcoming.
- Download the pdf **User Manual** from the *PRO*-Ohio website: <http://www.pro-ohio.com/support.html>
The *Complete Guide to PRO-Ohio* contains detailed preparation and administration information.
- Ben will contact TWM Services: Frank Cotturo will email you the *PRO*-Ohio **Test Order Form**.
IMPORTANT: Schools are required to make individual copies of each assessment for each student.
- Frank Cotturo will also email you a *PRO*-Ohio **Work Order Form** and **School Data File template** for Early Enrollment and/or for ordering scan sheets for the *PRO*-Ohio paper-pencil assessments.

One week prior to Early Enrollment, OR three to four weeks prior your planned testing date:

- Return your Order Form and School Data File to TWM Services (Frank Cotturo) to ensure that your pre-printed Student Response scan sheets are processed and shipped to you in a timely manner.*
IMPORTANT: The scan sheet processing, pre-printing, and shipping take 2 to 3 weeks.

One to two weeks before your planned paper-pencil testing date:

- Work with teachers and students in preparing for the *PRO*-Ohio Assessment using the Principal and Teacher pages and samples from the *PRO*-Ohio **User Manuals**: <http://www.pro-ohio.com/support.html>
- You will be contacted by email regarding scan sheet shipment and delivery information.

Upon delivery of scan sheets:

- Check the enclosed printed scan sheet list, and save the pre-paid return UPS mailing label and boxes for returning the response forms.*
- Have new students fill-in their name and ID numbers on the blank scan sheets prior to the testing date.

Before and During the test:

- Follow the instructions for Principals and Teachers in the *PRO*-Ohio **User Manual** which can be downloaded from the *PRO*-Ohio website at: <http://www.pro-ohio.com/support.html>

After the test:

- Remove paper clips, rubber bands, etc. from the teacher class sets, and ship the completed scan sheets to TWM Services using the pre-paid USP label and shipping box. Put balled newspapers in the top of the shipping box if there is empty space there to prevent the sheets from shifting.*
- Keep the unused scan sheet forms. Do not return the assessments.
- The *PRO*-Ohio School Reports program will be sent to you 3-5 days after your shipment is received.
- Your test results will be uploaded to the students enrolled in the Short Cycle Web Assessment system.

***NOTES: Additional charges may incur for the following:**

- Your Scan Sheet Order/data file is sent less than 3 weeks before your planned testing date.
- You require a “rush” or expedited order to be shipped overnight.
- You lose the pre-paid UPS return shipping label, and a new one must be issued.
- You require additional response forms to be sent after you receive the main shipment.

Contact Information:

Ben Hemingway, CEO, 513.766.3899 (office, cell & fax) or 800.232.7118
PRO-Ohio Short Cycle Web Assessment System
Frank Cotturo, Tech help for data file enrollment, scan sheet pre-slugging, and
PRO-Ohio School Reports (FileMaker) software
(10 a.m.- 5p.m., Mon.-Sat.), 440.298.1511