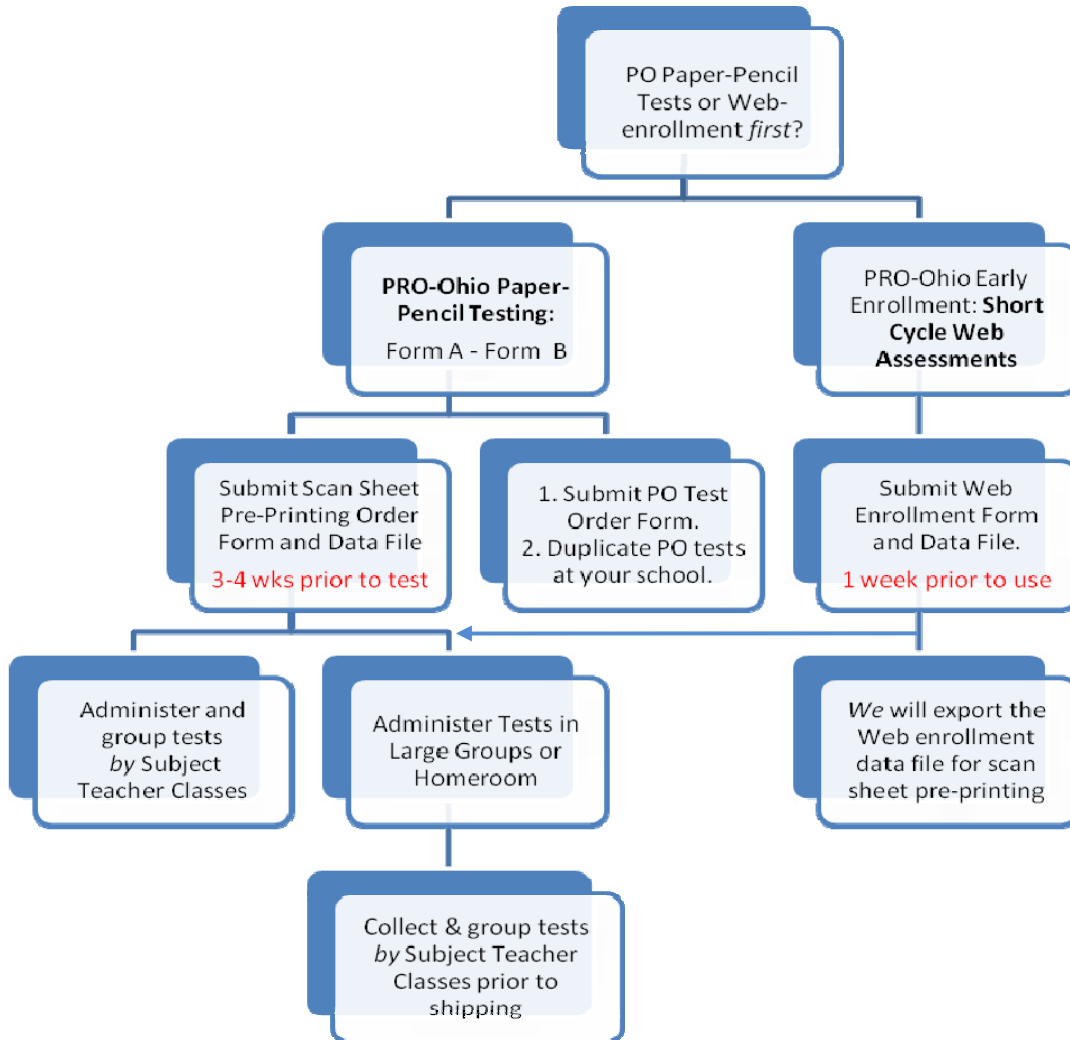


PRO-Ohio Assessment System: Early Start Overview

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*.

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