



TESTS OF  
ADULT BASIC  
EDUCATION

TABE 11 & 12

FORM	FORM
11	12

## Test Administration Manual

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# INTRODUCTION

# Purpose of This Manual

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Data Recognition Corporation (DRC), the publisher of *Tests of Adult Basic Education* (TABE), has provided this *Test Administration Manual* to supply TABE Test Administrators with policies and procedures required for secure, standardized test administration. As a TABE Test Administrator, it is your responsibility to be thoroughly familiar with the contents of this manual, your state's policies, and all procedures associated with your role in the administration process.

To ensure the integrity of the test and to ensure that test results are valid, reliable, and equitable, it is important that security is maintained, that standardized testing procedures are followed, and that any deviations from standard testing conditions are documented. Following the procedures, directions, and protocol exactly is required to ensure similar and equitable testing conditions in all test centers. Test directions to be read aloud to examinees should be read exactly as written.

## Supplemental Materials

There are additional TABE test resources available. Resources and supplemental materials are available on the DRC INSIGHT Portal at <https://www.drcdirect.com>.

From within the DRC INSIGHT Portal, navigate to My Applications, then to General Information, and then to Documents to access the following supplemental manuals/guides:

- *DRC INSIGHT Portal User Guide for TABE*
- TABE Help with Brainshark Videos
- *TABE Online Quick Start Guide*
- TABE Online Training Videos
- TABE Volume I—Intro to TABE
- TABE Volume II—Central Office
- TABE Volume III—INSIGHT
- TABE Volume IV—Troubleshooting

## Test Administration Manual and Test Directions

This *Test Administration Manual* provides Examiners with detailed procedures regarding the materials and administration of TABE 11 & 12. *TABE 11 & 12 Online Test Directions* and *TABE 11 & 12 Paper-Based Test Directions* provide accompanying directions that are read to examinees prior to each TABE subtest.



## INSIGHT Materials

For computer-based test centers, the training sessions noted above, along with information in this manual, are accompanied by the *DRC INSIGHT Portal User Guide for TABE*. This guide provides step-by-step instructions and other information regarding hardware and software requirements, which operating systems are supported, test navigation and tools, and troubleshooting.

Also included are detailed instructions for installation and deployment of the secure browser.

### For Assistance

Additional information regarding TABE 11 & 12 is available on the DRC INSIGHT Portal at <https://www.drcedirect.com>.

For assistance with any aspect of TABE 11 & 12, contact DRC at the following telephone number and email address:

TABE Help Desk

Toll-free telephone: (866) 282-2250 (7:00 a.m.–7:00 p.m. Central Standard Time, Monday–Friday.)

Email: [TABEHelpdesk@Datarecognitioncorp.com](mailto:TABEHelpdesk@Datarecognitioncorp.com)

For ordering additional materials, contact DRC at the following telephone number and email address:

Shelf Customer Service

Toll-free telephone: (800) 538-9547

Toll-free Fax: (800) 282-0266

Email: [ShelfCustomerService@datarecognitioncorp.com](mailto:ShelfCustomerService@datarecognitioncorp.com)

# **CHAPTER 1: GENERAL TABE TEST INFORMATION**

# Part 1: Overview of TABE

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This guide contains specific information about how to use the TABE assessment system in all aspects of an adult basic education program, including teaching and testing your students and training your staff. This information will benefit anyone who is involved in the instruction of adults and in the assessment of the skills they need in the classroom, on the job, and in their personal lives.

If you are a Test Director, a Test Administrator, a curriculum supervisor, an adult educator, an Examiner, or a program coordinator, you will find something in this guide to help you do your job.

TABE subtests contain the following types of questions:

- Selected-response items (all subtests)
- Gridded-response items (Mathematics subtest only)
- Technology-enhanced items (drag and drop, select text, etc.) (computer-based format only)
- Multiple-select items (computer-based and paper-based formats)
- Evidence-based selected-response items (computer-based and paper-based formats)
- Two-part items (selected-response or multiple-select items) (computer-based and paper-based formats)

Sample items of each type can be found in the Online Tools Training (OTT) for each subtest.

If DRC INSIGHT is installed, open the DRC INSIGHT Online Assessments software and select Online Tools Training. If DRC INSIGHT is not installed, OTTs can be accessed using Google Chrome at <https://wbte.drcedirect.com/TABE/portals/tabe>. Google Chrome is required to best emulate the functionality of the DRC INSIGHT secure browser.

## Components of TABE

The TABE test program encompasses the following major components:

- Test administration, including both Paper-Based Testing (PBT) and Computer-Based Testing (CBT)
- Administration of alternate test formats and special testing accommodations
- Scoring and reporting

## DRC Functionality by System

System	PBT	CBT	Functionality
DRC INSIGHT Portal	✓	✓	Add users to the Portal
	✓	✓	Access supplemental training resources
		✓	Access the INSIGHT and Central Office Services downloads
		✓	Add examinees to the Portal
		✓	Create test sessions
		✓	Add examinees to test sessions
	✓	✓	Add teacher and examinee group information (optional)
	✓		Access Local Scanning application
	✓	✓	Access On-Demand Reports
DRC INSIGHT		✓	Administer all computer-based tests to examinees

## Principal Steps to Administer TABE

The end-to-end process that Test Administrators use to administer TABE is summarized in the following sections. For detailed instructions, such as setting up test sessions, refer to the *DRC INSIGHT Portal User Guide for TABE*.

## Computer-Based Testing

### Before Testing

**Step 1:** Review this *Test Administration Manual* and other training resources.

**Step 2:** Schedule and train staff, prepare facilities, and make arrangements for special testing accommodations as needed.

Ensure a sufficient number of trained Examiners are scheduled for the testing session (a minimum of one Examiner for every twenty examinees should be in the testing room at all times, with additional floating Examiner[s] to assist as needed).

**Step 3:** Configure Central Office Services and install the INSIGHT software on testing devices.

## When Examinees Arrive for Testing

- Step 4:** Verify examinee IDs and provide general information, such as the location of storage facilities for materials that are not authorized in the testing room and the location of restrooms and drinking water.
- Step 5:** Verify that the examinee is set up in the DRC INSIGHT Portal. If the examinee is not in the DRC INSIGHT Portal, the examinee will need to be added.
- Step 6:** Add the examinee to the appropriate test session. If a test session is not set up, one will need to be created.
- Step 7:** Ensure examinees bring only authorized materials into the testing room. Unauthorized materials must be labeled and stored in a secure area outside the testing room or at the front of the room in view but well out of reach of examinees. Cell phones and other electronic devices must be turned off prior to storing.
- Step 8:** Provide each examinee with an individual examinee test ticket. The test ticket is a secure material, as it provides a username and password for logging in to a TABE test.

## During Testing

- Step 9:** The examiner is encouraged to silence or switch his or her cell phone, as well as those of all testing staff, to vibrate during testing, if allowed by local policy.
- Step 10:** Read the directions for the subtest being administered (*TABE 11 & 12 Online Test Directions*) to the examinees.
- Step 11:** Be sure examinees understand the directions and how to mark answers. Assist them with test-taking mechanics, but be careful not to inadvertently aid any examinee with any test question by giving a clue to an answer, a hint that helps eliminate an answer choice, a suggestion that the examinee check his or her work, etc.

## After Testing

- Step 12:** Collect the test tickets, which are considered secure materials.
- Step 13:** Have a district-level user invalidate tests where required. When an examinee's test is invalidated, the test will not be scored.
- Step 14:** Ensure scratch paper is destroyed securely via shredding or an equivalent method of disposal/destruction.
- Step 15:** Access On-Demand Reports to view test results.

# Paper-Based Testing

## Before Testing

- Step 1:** Order test materials and have a complete understanding of all test materials.
- Consumable Test Books (Level L only)
  - Reusable Test Books (Locator Test and Levels E, M, D, and A)
  - Answer Documents (Locator Test and Levels E, M, D, and A)
  - Scoreze Answer Documents (Locator Test and Levels E, M, D, and A)
- Step 2:** Receive, review, and securely store test materials.
- Step 3:** Schedule and train staff, prepare facilities, and make arrangements for special testing accommodations as needed.
- Ensure a sufficient number of trained Examiners are scheduled for the testing session (a minimum of one Examiner for every twenty examinees should be in the testing room at all times, with additional floating Examiner[s] to assist as needed).

## When Examinees Arrive for Testing

- Step 4:** Verify examinee IDs and provide general information, such as the location of storage facilities for materials that are not authorized in the testing room and the location of restrooms and drinking water.
- Step 5:** Ensure that examinees bring only authorized materials into the testing room. Unauthorized materials must be labeled and stored in a secure area outside the testing room or at the front of the room in view but well out of reach of examinees. Cell phones and other electronic devices must be turned off prior to storing.

## Immediately before Testing

- Step 6:** Read the directions for completing the examinee-identifying information on the inside front cover of the Level L test books and the front cover of the answer documents for the Locator Test and Levels E, M, D, and A. Use an extra, blank copy of an answer document to demonstrate sections as examinees are led through the required steps.
- Step 7:** Read the directions for the subtest being administered (*TABE 11 & 12 Paper-Based Test Directions*) to the examinees. Remember, each examinee could be testing on a different form and/or level. The Examiner should seat examinees based on the test they are taking.

**Step 8:** Pass out necessary materials (e.g., scratch paper, calculators, pencils) for testing, following the guidelines set forth for administering TABE.  
Note: Requirements may vary by state.

## **During Testing**

**Step 9:** The examiner is encouraged to silence or switch his or her cell phone, as well as those of all testing staff, to vibrate during testing, if allowed by local policy.

**Step 10:** Be sure examinees understand the directions and how to mark answers. Assist them with test-taking mechanics, but be careful not to inadvertently aid any examinee with any test question by giving a clue to an answer, a hint that helps eliminate an answer choice, a suggestion that the examinee check his or her work, etc.

## **Immediately upon Conclusion of Testing**

**Step 11:** Maintain records regarding the test administration.

**Step 12:** Document the start and stop times of the test.

**Step 13:** Collect pencils, erasers, and any scratch paper.

**Step 14:** Collect answer documents and Level L test books:

- Examinee-identifying information should be complete, with circles that examinees intended to mark filled in completely.
- Stray pencil marks should be completely erased. Note: Do not erase on the Scoreze answer documents.
- Take care to ensure that the following fields on the answer document are complete:
  - Last Name and First Name
  - Test Date
  - Student ID
  - Gender

**Step 15:** Collect protractors and rulers (if applicable).

**Step 16:** Collect calculators and clear the memory.

**Step 17:** Dismiss examinees only after these tasks have been completed. It is strongly preferred that no examinee be dismissed until all materials from all examinees have been collected and accounted for.

**Step 18:** Be sure that examinees retrieve any possessions that they had stored prior to testing.

**Step 19:** Aid examinees using Braille, large-print, or audio CD versions with

transferring responses to the answer document.

## After Testing

**Step 20:** Process the completed tests using one of the following options:

- Local scanning application
- Scoreze
- Stencil

**Step 21:** Account for test books and other secure materials and return them to secure storage.

**Step 22:** Account for examinee answer documents and Level L test books and prepare them for scoring.

**Step 23:** Ensure scratch paper is destroyed securely via shredding or an equivalent method of disposal/destruction.

**Step 24:** Test books for the Locator Test and Levels E, M, D, and A will be reused for future testing sessions. Inspect test books to ensure that they contain no stray marks; loose, torn, or missing sheets; extra pieces of paper; or other foreign materials. Erase any stray marks found in the test books. Separate any test books found to be worn, frayed, torn, or otherwise inappropriate for future use and securely destroy or store with label "DO NOT USE."



## Materials to be used During Test Administration

	Paper-Based Test	Computer-Based Test
FOR THE EXAMINER	<ul style="list-style-type: none"> <li>• <i>Test Administration Manual</i></li> <li>• <i>TABE 11 &amp; 12 Paper-Based Test Directions</i></li> <li>• Test book</li> <li>• Answer document</li> <li>• Administrative forms/supplies</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Test Administration Manual</i></li> <li>• <i>TABE 11 &amp; 12 Online Test Directions</i></li> <li>• Administrative forms/supplies</li> </ul>
FOR EACH EXAMINEE	<ul style="list-style-type: none"> <li>• Test book</li> <li>• Answer document</li> <li>• No. 2 pencils with erasers</li> <li>• Scratch paper</li> <li>• Ruler, Mathematics Level E Form 12 only</li> <li>• Protractor, Mathematics Level M only</li> <li>• Basic calculator, Mathematics, Part 2 Level M only</li> <li>• Scientific calculator, Locator Test; Mathematics, Part 2 Level A and Level D</li> </ul>	<ul style="list-style-type: none"> <li>• Individual examinee test ticket</li> <li>• No. 2 pencils with erasers</li> <li>• Scratch paper</li> </ul>
ADDITIONAL ITEMS NEEDED	<ul style="list-style-type: none"> <li>• “Do Not Disturb” sign</li> <li>• Wall clock that is clearly visible to all examinees</li> <li>• Pencil sharpener(s)</li> <li>• Chalkboard, whiteboard, or flip chart with markers</li> </ul>	<ul style="list-style-type: none"> <li>• “Do Not Disturb” sign</li> <li>• Wall clock that is clearly visible to all examinees</li> <li>• Pencil sharpener(s)</li> <li>• Chalkboard, whiteboard, or flip chart with markers</li> </ul>

# Part 2: Roles and Responsibilities

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## Role of Data Recognition Corporation

As the publisher of TABE, DRC provides test materials, scoring, and related services. DRC is responsible for the following:

- Test content development
- Tests that are reliable and valid
- Secure delivery of computer-based test materials
- Instructions for handling of materials and standardized test administrations
- Test scoring and reporting
- Support for INSIGHT

## Role of Test Examiner

### Before Testing

- Read and be familiar with this *Test Administration Manual* and the accompanying *TABE 11 & 12 Online Test Directions* or *TABE 11 & 12 Paper-Based Test Directions*.
- Understand the process for adding examinees and test sessions, the process for printing tickets, and the processes for check-in.
- Be familiar with all materials required for paper- or computer-based testing.
  - Set up the testing room in preparation for testing.
  - Gather and organize nonsecure supplies and materials so that they are ready for use.
  - Ensure that sufficient testing materials are available for distribution to examinees during testing.
  - Prepare administrative materials and organize materials for use.

### When Examinees Arrive

- Check in examinees.
- Ensure that examinees bring only authorized materials into the testing room.

## Immediately before Testing

- Distribute test materials as prescribed.
- Read the *TABE 11 & 12 Online Test Directions* or *TABE 11 & 12 Paper-Based Test Directions* to the examinees.
- Check that calculator memory is cleared prior to distributing calculators. This must be completed each time calculators are distributed.

## During Testing

- Administer the test as prescribed.
- Keep accurate and complete administration records.
- Administer accommodated versions of the test, if applicable.
- Monitor the testing room vigilantly to ensure test security.
- Handle testing irregularities as directed.

## At the Conclusion of Testing

- Collect materials and account for all secure materials.
- Ensure that calculator memory is cleared.
- For paper-based testing, verify answer documents have all required information completed.
- Dismiss examinees only after these tasks have been completed.
- Aid examinees using Braille, large-print, or audio CD versions with transferring responses to the answer document.

## After Testing

- For paper-based testing, process test books, answer documents, and other materials as described in this manual.
- Shred used scratch paper and unwanted test materials or use an equivalent method of secure disposal/destruction.
- File all administrative forms and records used during testing. Documents such as printed rosters, eligibility support documentation, accommodations paperwork, and completed test session forms should be retained for at least the life of the contract.

**Examiners must maintain security of test materials and confidentiality of examinee data throughout the test administration.**

## Part 3: Test Security

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Test security is essential to ensuring the integrity of the test, the accuracy of test results, and ultimately the success of the testing program. DRC takes many steps to prevent the tests from being compromised up until the time the test materials are delivered to test centers. However, from the time test materials are delivered to each test center, it is the responsibility of the test center to ensure to the greatest extent possible that test content is not lost or stolen and that examinees are prevented from cheating or impersonating others.

This section of the *Test Administration Manual* summarizes the steps that test centers should take to maintain test security. These steps are described further throughout other sections of the manual.

Consequences for security breaches and infractions are steep. For the examinee, this includes invalidation of test results and/or suspension of testing privileges. Test centers found to be in violation of security standards are subject to suspension and/or cancellation of testing privileges. Test center staff involved in or causing a security breach face potential investigation.

### Security Procedures for Test Center Staff

Test materials that are considered secure include the following:

- Printed test books (in regular and all alternate formats)
- *TABE Test Directions* (in regular and all alternate formats)
- Completed answer documents
- Used scratch paper

While the *Test Administration Manual* is not secure, it should be considered proprietary and confidential.

Prior to, during, and after testing, Examiners must adhere to the following security requirements:

<b>Check ✓</b>	<b>Staffing Requirements</b>
	Examiners successfully complete training modules (optional) and train staff supporting TABE.
	Test center staff are thoroughly familiar with the <i>TABE 11 &amp; 12 Online Test Directions</i> and/or <i>TABE 11 &amp; 12 Paper-Based Test Directions</i> .
	Examiners understand the scheduling and check-in processes.
	No staff member supporting the exam has a conflict of interest.
	The test session is adequately staffed.
	A backup staffing plan is available for each test administration to ensure adequate staffing.
<b>Check ✓</b>	<b>General Testing Area Facility Requirements</b>
	A secure, locked storage area with restricted access is used to house secure materials.
	Testing rooms are separate from those where staff/others are working or conducting other activities.
	The testing area and testing rooms have adequate lighting.
	The testing area has a space that can be used for examinee check-in.
	The facility is equipped with the necessary office equipment and supplies for testing, including a working telephone and Internet access.
<b>Check ✓</b>	<b>Testing Room Requirements</b>
	The testing rooms are equipped with correctly functioning clock(s) and chalkboard(s) or whiteboard(s).
	The testing rooms are set up properly for conducting an examination: A “Do Not Disturb” sign is posted, and wall posters or other materials that might provide clues to answers to test questions are not visible.
	Seating locations are positioned far enough apart that examinees cannot view or copy the answers of other examinees.
	There is sufficient space for the Examiner to move between examinee workstations to monitor examinees and to distribute/collect materials.
	The Examiner is able to see all examinees throughout the testing session. Partitions, walls, furniture, and/or other obstacles are not positioned in a way that obstructs the Examiner’s view.
	Backup/floating Examiners are positioned nearby so that they can aid Examiners as needed.

<b>Check ✓</b>	<b>Workstation Requirements</b>
	Sufficient computers are available that provide enough space for examinees to test without being able to view another examinee's responses. (Computer carrels with partitions are strongly preferred. It is recommended that, in the absence of these, computers are positioned no less than five feet apart.)
	Workstations are in compliance with minimum hardware/software requirements; have adequate desk space, materials, and scratch paper; and are equipped with a chair, monitor, keyboard, and mouse.
	Computers are in a lockable location and securely locked down with a cable attachment.
	The Examiner's computer is in compliance with minimum hardware and software requirements needed to effectively run the necessary applications.
	The Examiner username/password is securely stored and inaccessible to unauthorized persons.
<b>Check ✓</b>	<b>Procedural Requirements—General</b>
	Only properly trained and authorized staff may handle test materials.
	Test center staff understands that test content, in whole or part, shall not be transcribed, photocopied, photographed, or otherwise reproduced in any way.
	Test questions or answers are never reviewed or discussed with examinees or others, or amongst test center staff.
	Previous versions of tests are never used as practice material.
	Secure test materials, including scratch paper, are never put into the trash. Scratch paper is securely destroyed. All testing materials should be securely stored or securely destroyed.
	Examinees are never allowed to be left alone with test materials or with any data that might be accessed on a computer.
	Discussion among examinees or sharing of answers is not permitted at any time. The Examiner carefully monitors examinees for this, moving quietly around the room periodically to observe examinees up close.
	Visitors or other unauthorized individuals are not permitted to enter the testing room while testing is in session.
	Any breach or suspected breach of security is immediately reported to DRC.

<b>Check ✓</b>	<b>Procedural Requirements—Secure Test Materials for Computer-Based Testing</b>
	Secure test tickets are generated and printed only shortly before each test session and securely stored until distribution to examinees during testing.
	Secure test tickets are collected and accounted for upon conclusion of testing and securely destroyed.
<b>Check ✓</b>	<b>Procedural Requirements—Other Materials</b>
	During testing, desks are clear of all unauthorized materials at all times. See “Unauthorized Materials” in this section for more information.
	Examiners clear calculator memory before and after testing.
	Materials used by examinees with allowable resources or special testing accommodations are inspected to ensure that the materials contain no notes or other means of providing the examinees with answers to test questions or the ability to remove secure test content.

## Unauthorized Materials

Examinees are not permitted to bring unauthorized materials into the testing room. Examinees should be apprised in advance to bring only authorized materials and the identification information required for admittance. Test centers are required to provide a safe place for examinees to store any materials that they do bring. Ideally, lockers or a locked storage facility will be provided, but if such places are not available, test centers may provide a table at the front of the testing room where examinees can place their items and retrieve them upon exiting. Cell phones and other electronic devices must be turned off so that ringing phones do not disturb testing.

Items prohibited include the following:

- Electronic devices of any sort
- Cell phones of any sort (including pagers/beepers)
- Any device, electronic or otherwise, that might be used to scan, record, photograph, copy, or otherwise reproduce test content in any way
- Books or papers of any sort
- Mechanical pens or highlighter pens of any sort
- Watches or stopwatches with alarm sounds, flashing lights, or calculator features
- Headphones (other than earplugs as indicated on the allowable resources list) or any listening device
- Purses, backpacks, and the like

- Food or drinks
- Loose clothing, including hats, scarves, or jackets (Note: Scarves and headgear worn for religious purposes are permitted.)
- Sunglasses worn during testing, unless medically necessary

Examinees found to be using prohibited items will have their tests subject to invalidation.

## Use of Calculators for Mathematics

A basic four-function calculator should be provided to the examinee for the Mathematics, Part 2 Level M test only. For computer-based versions of the tests, the testing software includes an online calculator for examinees to use when required. Calculators are not permitted on Mathematics Levels L or E, or in Part 1 of Mathematics Levels M, D, and A.

For examinees who require them, Braille calculators may be used. Talking calculators or calculator memory functionality may also be used for examinees who are taking Braille versions or who have received approval. It is recommended that examinees bring and use the devices that they are used to working with in their regular educational environments.

Prior to and after testing, calculators must be inspected and cleared of all memory.

In some circumstances, an examinee may be permitted via the special testing accommodations to use a hand-held calculator on Part 1 of the Mathematics subtest or on Mathematics Levels L and E (which do not allow calculators). Please refer to the “Accommodations” section of the *TABE Test Directions* for further information.

For paper-based tests requiring calculator use, testing sites should provide calculators for examinees.

For computer-based versions of the tests, the testing software includes an online calculator for examinees to use on the Mathematics—Part 2 subtest for Levels M, D, and A, which require the use of a calculator. If preferred, students may also use handheld calculators.

## Verification of Examinee ID and Eligibility

It is recommended to prevent impersonation and ensure examinee eligibility. Examinee identification and age should be checked carefully upon examinee check-in against a current, valid, original (not photocopied) government- or school-issued photo identification (ID) such as a driver’s license, military ID, or passport. Examinees who do not meet the state age and eligibility requirements or who do not have proper identification documentation are not permitted to take the test.



## **Confidentiality of Examinee Data**

Examinee data are completely confidential. These include all examinee records, test books (Level L), answer documents, and score results. Examinee and test session data and documents, including all answer documents and test books (Level L), must be securely maintained. Test center personnel should take care not to discuss or share this confidential information with anyone at any time. Data leaks of any type must be immediately reported to DRC for investigation.

# Part 4: TABE Testing Materials

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## Test Materials for the Paper-Based Test (PBT)

Test materials to be distributed to each examinee for each paper-based test administration include the following:

- Reusable test book (available in regular, large-print, audio CD, and Braille editions) for the subtest being administered (Locator Test and Levels E, M, D, and A)
- Consumable test book (Level L)
- Answer document (Locator Test and Levels E, M, D, and A)
- Colored scratch paper
- Two sharpened No. 2 pencils with erasers

For Mathematics, each examinee should additionally receive the following:

- Ruler for Mathematics Level E
- Protractor for Mathematics Level M
- Basic four-function calculator for Mathematics—Part 2 Level M only
- Scientific calculator for the Locator Test and Mathematics, Part 2 Levels D and A only

Note: Online calculators are provided for the computer-based tests, but sites must provide calculators for paper-based testing. See Chapter 1, Part 3 for more information regarding calculator usage in conjunction with TABE 11 & 12.

In addition to the test materials for examinees, the Examiner reading the *TABE 11 & 12 Paper-Based Test Directions* to the examinees should have a blank copy of the test book and answer document available to use during the session. Sufficient administrative forms and supplies, including sufficient copies of this manual should be on hand as well.

## Test Books

There are consumable TABE test books for Level L Form 11 and Form 12 only. There are reusable TABE test books for the Locator Test and each level and form for Levels E, M, D, and A. Each test book includes the following subtests: Reading, Mathematics, and Language.

After testing, but before the examinee leaves the testing site, the test books must be reviewed to verify that they contain no stray marks; loose, torn, or missing sheets; extraneous sheets of scratch paper; or other foreign materials. Test books must be stored in the locked, secure area prior to reuse in subsequent testing sessions. Only

test books that are free of defects and are otherwise in good working order should be distributed to examinees. Replacement materials may be ordered from DRC if needed.

## Answer Documents

For each TABE test—the Locator Test and Levels E, M, D, and A Forms 11 and 12—an examinee will have an accompanying answer document. For example, an examinee taking Level M Form 11 will have an answer document specifically for Level M Form 11. The answer document contains all three subtests for that level.

For Level L, examinees will record their answers in their test books.

If examinees are using Scoreze answer documents, an examinee will have an accompanying Scoreze answer document for each subtest. For example, if an examinee is taking Level M Form 11, the examinee will have three separate Scoreze documents: one for Reading Level M Form 11, one for Mathematics Level M Form 11, and one for Language Level M Form 11.

An examinee who takes multiple subtests on a single day or over a period of eight or fewer days should be issued the same answer document for all subtests taken on that/those day(s), provided the subtests are all the same form and level. Examinees who take the various subtests on separate days that are not within an eight-day period should generally receive a new answer document for each day of testing, although this is not required.

The *TABE 11 & 12 Online Test Directions* or *TABE 11 & 12 Paper-Based Test Directions* contain instructions for examinees about how to fill out the answer document. The answer documents contain grids for Mathematics gridded-response items and bubbles for selected-response items, multiple-select items, and evidence-based selected-response items.

## Test Materials for the Computer-Based Test (CBT)

Paper-based tests require several printed materials not needed for computer-based test (CBT) administrations. Aside from the facilities needed at the test centers for the computer-based testing, the primary materials needed to administer a subtest during a computer-based testing session include the following:

- Test tickets (one unique individual test ticket for each examinee)
- Colored scratch paper
- Two sharpened No. 2 pencils with erasers
- *Test Administration Manual*
- *TABE 11 & 12 Online Test Directions*
- Examiner's administrative forms and supplies

DRC INSIGHT provides the remaining materials, including access to the online protractor, ruler, and calculators.

The Examiner prints the examinees' individual test tickets (which contain each examinee's secure username and password) and provides the tickets to the examinees. Individual examinee test tickets provide access to the test, so they must be kept secure. Test tickets should only be provided to examinees at the start of the subtest administration and not before. Upon completion of the test administration, test tickets must be collected and securely destroyed.

This *Test Administration Manual* and the *TABE 11 & 12 Online Test Directions* are to be used in conjunction with the computer-based testing.

DRC INSIGHT is an Internet-based application accessed via an icon on each examinee's workstation. Once the examinee logs in with the username and password supplied on his or her individual test ticket, the examinee accesses the subtest links available to him or her and the browser locks down so that no other website or program applications can be accessed from the workstation until the test is exited.

## **Manuals for Paper- and Computer-Based Testing**

This *Test Administration Manual* contains specific instructions needed for the administration of the tests. This manual is intended to be used in conjunction with the *TABE 11 & 12 Online Test Directions* and *TABE 11 & 12 Paper-Based Test Directions*. The *TABE Test Directions* contain directions that are to be read aloud to examinees at the beginning of each test session.

## **Large-Print, Braille, Audio CD, and Text-to-Speech Editions**

There are large-print, Braille, and audio CD editions of each TABE paper-based test form and level. In addition, the computer-based test forms include Text-to-Speech functionality.

## **Paper-Based Accommodations**

Braille versions include tactile maps and graphics. Examinees taking Braille versions are automatically approved to receive extended testing time. (The Braille test is untimed, but the examinee must complete a subtest within a single day.)

Audio CDs are designed to be used in conjunction with large-print test books. A CD player is required and should be provided by the test center. Examinees using audio CDs may pause and/or replay sections as needed. Examinees using the audio CDs are automatically approved to receive extended testing time. (The audio CD accommodated test is untimed, but the examinee must complete a subtest within a single day.)

The audio CD reads aloud the entire assessment, including the reading passages. For the Reading and Language subtests, this is an accommodation for examinees that have a print or reading disability.

The Braille version of the test is designed to be used in conjunction with the regular-print answer document. The large-print and audio CD versions of the test are designed to be used in conjunction with the large-print answer document. Responses should be transcribed onto the regular-print answer documents following administration.

As with any material orders, test centers needing copies of Braille, large-print, or audio CD formats should contact the TABE Help Desk by telephone or email.

## **Computer-Based Accommodations**

TABE has Text-to-Speech (TTS) audio functionality for the online test. As with audio CDs, the TTS accommodated test is untimed. To use TTS, examinees must use computers that are configured to connect to a Central Office Service Device, as outlined in TABE Volume II: Central Office.

It should be noted that, in addition to TTS audio functionality, the computer-based test offers screen magnification as well as examinee options for choices of screen colors and reverse contrast.

Examinees needing large print for CBT can be seated at a testing station that has a large monitor, and INSIGHT will stretch/enlarge to the size of that monitor, and/or the student can use the Magnification tool within INSIGHT.

## **CHAPTER 2: ONLINE SYSTEM BASICS**

## Part 5: Online System Basics

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Online Tools Training (OTT) is available in INSIGHT. OTT allows the examinee to become familiar with the various technical functions of the computer-based test.

NOTE: Examinees should not use their test login credentials to log into the OTTs. Login credentials for each OTT are displayed on the OTT login page.

### Examiner Preparation

Examiners can perform a simple test before examinees arrive to ensure that the testing software is properly installed and ready for testing. For more detailed instructions on this and other topics, refer to the *DRC INSIGHT Portal User Guide for TABE*.

Double-click the **DRC INSIGHT Online Assessments** icon on each computer desktop.



Select **Test Sign In** and the Login screen opens.

A dark gray login screen. At the top, it says 'Please sign in with the Username and Password your Assessment Administrator has given you.' Below this are two input fields: 'Username:' and 'Password:'. To the right of the 'Password:' field is a 'Sign In' button. At the bottom left is a 'Back' link. At the bottom center is the copyright notice 'Copyright © 2019 Data Recognition Corporation'.

At this point, the desktop is locked down and cannot be used for other applications. Click **Back**, and then **Exit** to close the testing software until it is needed for testing.

If you do not see the Login screen, contact your System Administrator for technical support.

# Examinee Instructions

## Logging In

When the examinee is seated and ready to begin the computer-based test, the examinee must follow the instructions below to log in and take the test. Similar instructions are included in the test directions as well as in the system itself.

Double-click the **DRC INSIGHT Online Assessments** icon on the computer desktop.



Select **Test Sign In** and the Login screen opens.

Please sign in with the Username and Password your Assessment Administrator has given you.

Username:

Password:

[Back](#)

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Enter the username and password as provided on the test ticket. The username and password are not case-sensitive (uppercase and lowercase are both acceptable).

**TABE Online Test Ticket**  
**TABE 11**

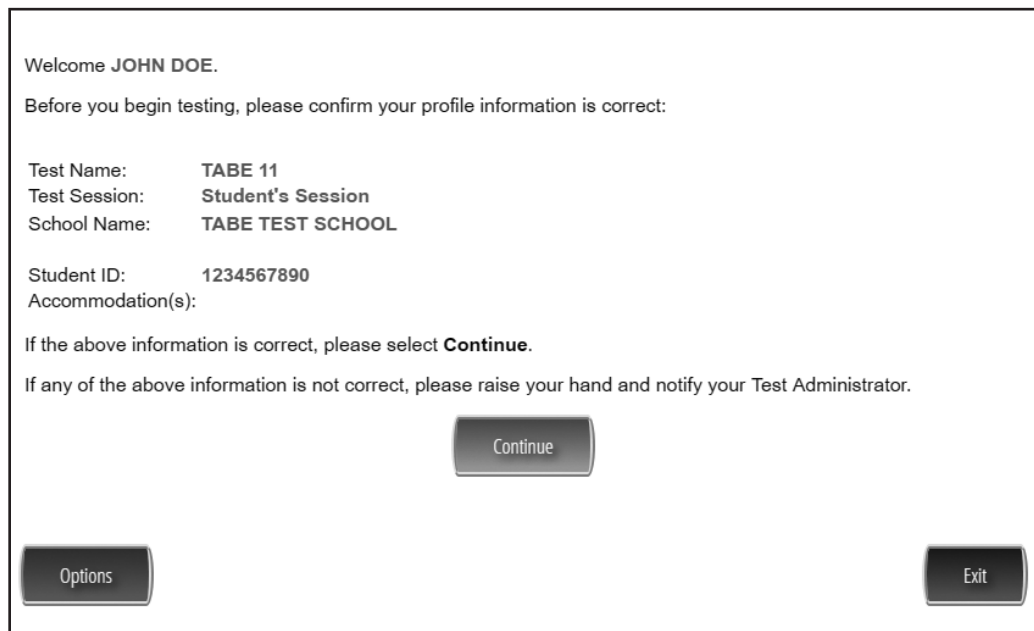
**JOHN**  
**DOE**  
Student ID: 1234567890

**Username: DJOHN7**  
**Password: DUST8976**



After entering your username and password, click **Sign In**.

The Examinee Verification screen will appear. Verify that the name, test name, and listed accommodations are correct to verify the examinee has the correct test ticket.

The image shows a software window titled 'Examinee Verification'. At the top, it says 'Welcome JOHN DOE.' followed by 'Before you begin testing, please confirm your profile information is correct:'. Below this, there are four lines of text: 'Test Name: TABE 11', 'Test Session: Student's Session', 'School Name: TABE TEST SCHOOL', and 'Student ID: 1234567890'. Under 'Accommodation(s):', there is a blank space. Below the text, there are two lines of instructions: 'If the above information is correct, please select **Continue**.' and 'If any of the above information is not correct, please raise your hand and notify your Test Administrator.' At the bottom of the window, there are three buttons: 'Options' on the left, 'Continue' in the center, and 'Exit' on the right. The 'Continue' button is highlighted with a grey gradient and a shadow effect.

If the information on the Examinee Verification screen does not match, the examinee should notify the Examiner. The wrong test ticket may have been used or data in the system may need to be corrected. The Examiner may instruct the examinee to exit the system while the situation is corrected. If the information on the Examinee Verification screen matches the information on the test ticket, the examinee should click **Continue**.

The examinee's name and link(s) to the available subtest(s) for each test ticket will appear on the next screen. Once instructed, examinees should click on the appropriate subtest link to continue to the General Test Directions screen.

## General Test Directions Screen

The General Test Directions screen provides information on how to use the computer to take the test and includes brief descriptions of the tools available.

## Practice Items


Each subtest will contain a test link to practice items. These will be presented to acquaint the examinee with the test-taking experience.

## Navigating the Test

When examinees click **Begin the Test**, the countdown begins for timed tests and the test starts.

Examinees go through the test one item at a time, selecting the answer they believe is correct and then clicking **Next** to move to the next item or **Back** to go back. Examinees can also move to a specific question using the **Go to Question** button and selecting the question number. The **Pointer** tool is the default tool examinees use to select answers as well as to select other tools, buttons, and features within INSIGHT.

Examinees can also use tools such as **Cross-Off**, **Highlighter**, **Magnifier**, and **Line Guide** during testing.

Information about each tool is available by clicking the help button .



**Cross-Off**—The **Cross-Off** tool is used to narrow down the possible answer choices by marking and eliminating unwanted answer choices. The examinee clicks on the **Cross-Off** button, and the cursor becomes a pencil tip with a red “X.” The examinee can then place a red “X” through each unwanted answer choice.



**Highlighter**—The **Highlighter** tool is used to highlight important information. The examinee clicks on the **Highlighter** button, and the cursor becomes a highlighter tip. By clicking and holding the mouse button while dragging it over text, the examinee can highlight information on the screen.



**Magnifier**—The **Magnifier** tool allows the examinee to enlarge the entire screen. The other tools can be used in conjunction with the **Magnifier**.



**Line Guide**—The **Line Guide** tool provides a horizontal line that brings focus to a single line of text. When the examinee clicks the **Line Guide** button, a single blue line with a blue “handle” appears. Using the mouse, the examinee can move the line via the handle up or down.

Any of the above tools can be closed by clicking on the button again or by clicking on the **Pointer** button.

As examinees progress, the **Flag** button can be clicked to mark an item to return to later if time permits. The **Options** button allows the examinee to select/reselect screen/background colors at any time during the test.

When the examinee reaches the end of the test, the examinee can click the **Review/End Test** button to review and complete his or her answers before clicking **End Test** to exit the test. Once **End Test** is clicked, the examinee cannot go back to that part of the test. For example, Reading is composed of Part 1 and Part 2. When an examinee has completed Reading—Part 1 and **End Test** is clicked, the examinee may not go back to Part 1 but Part 2 is still available.

## Common Troubleshooting Steps for the Examiner

If an examinee experiences a technical issue while testing, use the common troubleshooting steps below:

1. Exit INSIGHT and relaunch the software.
2. Restart the computer and relaunch INSIGHT.
3. Move to a different computer.
4. Note the computer(s) experiencing the issue. Technical staff may need to access the specific computer(s) to investigate and resolve the issue.

## **CHAPTER 3: SCHEDULING TABE TEST SESSIONS**

# Part 6: Scheduling TABE Test Sessions

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The Examiner and designated test center staff are involved with the following:

- Scheduling test sessions
- Verifying examinee eligibility and properly conducting examinee check-in procedures
- Overseeing distribution and collection of materials

This section of the manual provides guidelines for the completion of these tasks.

## Test Administration Times

The table on the following pages shows the maximum allowable testing times for each subtest. The schedule must be carefully planned to ensure that there is sufficient additional time allocated before and after testing to do the following:

- Allow examinees time to use the restroom in advance of the test.
- Inspect and store examinee materials.
- Distribute test materials.
- Monitor as examinees fill in examinee-identifying information on test books or answer documents.
- Read test instructions and complete the practice item(s).
- Conclude the test.
- Collect and account for all test materials.
- Review answer documents to ensure they contain the required information.
- Dismiss examinees.

Aside from Reading and Mathematics (Part 1 and Part 2), which must be administered in sequence, the order in which the subtests are administered and the amount of time between their administrations will vary depending on the test center's size, capacity, and scheduling requirements. However, a break of 10 or more minutes is recommended between subtests to allow time for administrative activities.

Use best practices when releasing students from a testing session. Make sure all testing materials have been collected.

## Testing Times

ACTIVITY/TEST	TESTING TIME
For each test section, add 5 to 10 minutes for reading directions.	
<input type="checkbox"/> Fill in examinee-identifying information	
<input type="checkbox"/> Word List	15 minutes (per examinee)
<input type="checkbox"/> Locator Test	75 minutes total
• Reading	35 minutes
• Mathematics—Part 1	10 minutes
• Mathematics—Part 2 ( <i>Scientific Calculator</i> )	10 minutes
• Language	20 minutes

### Level L

ACTIVITY/TEST	TESTING TIME
For each test section, add 10 to 15 minutes for administering the practice test items and reading directions.	
<input type="checkbox"/> Reading—Part 1	35 minutes
<input type="checkbox"/> Reading—Part 2	60 minutes
<input type="checkbox"/> Mathematics	75 minutes
<input type="checkbox"/> Language	60 minutes

### Level E

ACTIVITY/TEST	TESTING TIME
For each test section, add 10 to 15 minutes for administering the practice test items and reading directions.	
<input type="checkbox"/> Reading—Part 1	50 minutes
<input type="checkbox"/> Reading—Part 2	50 minutes
<input type="checkbox"/> Mathematics	65 minutes
<input type="checkbox"/> Language	55 minutes

## Level M

### ACTIVITY/TEST

### TESTING TIME

For each test section, add 10 to 15 minutes for administering the practice test items and reading directions.

<input type="checkbox"/> Reading—Part 1	50 minutes
<input type="checkbox"/> Reading—Part 2	50 minutes
<input type="checkbox"/> Mathematics—Part 1	55 minutes
<input type="checkbox"/> Mathematics—Part 2 ( <i>Basic Calculator</i> )	10 minutes
<input type="checkbox"/> Language	55 minutes

## Level D

### ACTIVITY/TEST

### TESTING TIME

For each test section, add 10 to 15 minutes for administering the practice test items and reading directions.

<input type="checkbox"/> Reading—Part 1	50 minutes
<input type="checkbox"/> Reading—Part 2	50 minutes
<input type="checkbox"/> Mathematics—Part 1	35 minutes
<input type="checkbox"/> Mathematics—Part 2 ( <i>Scientific Calculator</i> )	30 minutes
<input type="checkbox"/> Language	55 minutes

## Level A

### ACTIVITY/TEST

### TESTING TIME

For each test section, add 10 to 15 minutes for administering the practice test items and reading directions.

<input type="checkbox"/> Reading—Part 1	50 minutes
<input type="checkbox"/> Reading—Part 2	50 minutes
<input type="checkbox"/> Mathematics—Part 1	30 minutes
<input type="checkbox"/> Mathematics—Part 2 ( <i>Scientific Calculator</i> )	35 minutes
<input type="checkbox"/> Language	55 minutes

In scheduling the tests, the following additional information should be taken into consideration:

- When scheduling the TABE test, remember to take into consideration the testing time to complete the Locator Test, the Practice Test, and the subtests. It is not recommended that examinees take the Locator Test and the entire battery of subtests on the same day.
- It is recommended to have at least one Examiner for every twenty examinees in a testing session. Since the Examiner is not permitted to leave examinees unattended in a testing room, one or more floating Examiners may also be required to assist with verifying examinee identity, examinee check-in activities, inspecting examinees' materials, distributing test materials, etc.
- Testing for examinees requiring accommodations should be planned according to the accommodations that are specifically approved. Additional time, room(s), and/or staff is required.
- If an interruption in testing occurs and examinees must leave the room, unless the Examiner can prevent the examinees from discussing and/or accessing material that may help the examinees answer test questions during the interruption, then the testing session may need to be rescheduled.
- Testing schedules should take examinees' needs into consideration. For example, the schedule might offer administration of Reading and Language in one half-day session, with a second half-day session for Mathematics. It is also possible to offer the full test in one day if the test center can accommodate it. Each subtest can also be administered separately, using the time limits provided.

## Examinee Eligibility

Eligibility requirements may vary by state, but typically the individual is required to meet the state's age eligibility requirements.



## **CHAPTER 4: DRC INSIGHT PORTAL ONLINE REGISTRATION**

## Part 7: Online Registration

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The DRC INSIGHT Portal is a complete solution for test management. It allows for test center registration and scheduling of examinees. The system provides for the following:

- Complete examinee testing history for tests taken in INSIGHT
- Access to examinee test results and reports

Authorized test centers will receive access to the system via an email message that provides login information. The Test Coordinator can set up test sessions and register examinees.

Instructions for use of the system are located in this manual and in related training materials listed on pages 2 and 3. If needed, contact the TABE Help Desk at (866) 282-2250 or [TABEHelpdesk@Datarecognitioncorp.com](mailto:TABEHelpdesk@Datarecognitioncorp.com). Hours of operation are 7:00 a.m.–7:00 p.m. Central Time, Monday–Friday.

When logging in to the system for the first time, you will be prompted to accept the system's Security Agreement. It is a good idea to bookmark the URL for easy future access to the system.

### Adding Examinees to the DRC INSIGHT Portal

Examinees must first be added to the DRC INSIGHT Portal before they can take the TABE. Administrators can register examinees at the test center by following the steps outlined in the following documentation.

- *TABE Online Quick Start Guide*
  - Walk-In Student Registration
- *DRC INSIGHT Portal User Guide for TABE*
  - Adding a Student to the Portal
  - Editing a Test Session by Adding or Removing Students

## Part 8: Creating Test Sessions and Printing Roster/Tickets

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Once an examinee is registered, the examinee can be added to a test session(s). Refer to the *TABE Online Quick Start Guide* or the “Creating a Test Session” and “Adding a Student to the Portal and Editing a Test Session by Adding or Removing Students” sections of the *DRC INSIGHT Portal User Guide for TABE* for more information.

You can create a new test session and add examinees to it. You must give the session a name and select the content and level for each subtest. For searching and reporting purposes, use a meaningful test session name that includes the subtest subject name and level(s), such as Reading Level D Form 11. Keep in mind that examinees will see this name under Test Session Name when they log in to INSIGHT.

Once a test session is created, you cannot change the test, content, or level selections. If you made an error in your selections, delete the test session and start over (as long as no examinees have started testing with the tickets associated with the test session). If testing has begun, then create a new test session with the correct selections and add the examinee to the new test session.

Although there are no restrictions on the number of examinees in a test session, DRC recommends not exceeding 50 testers.

### Best Practices and Helpful Hints

- For easier searching, give your Test Session a unique and relevant name.
- Set up frequently used test sessions prior to testing. By creating test sessions in advance, you can quickly set up examinees.
- Take note of the **Begin Date** when you create your Test Sessions. The Test Session Begin Date will default to the start date of your Primary Test Window. You should set the Begin Date to the date you make the session. You will then be able to sort by date for your most current sessions.
- Select a Test Window **End Date** of no more than one academic year. The Test Window End Date can be extended if the Test Session is still being used.
- Adding Accommodations to Students in a Test Session
  - Accommodations are added to the student’s test based on the current Student Profile.
  - Add the accommodation to the Student Profile BEFORE you add them to the Test Session.
  - If the student is already in the Test Session, you will need to remove them from the Test Session, add the accommodation to their Student Profile, then add them back in to the Test Session. You can only do this if they have not started testing yet. If they have started testing, you will need to create a new Test Session for the student with the accommodation.

## Add Test Sessions

Testing Window: 12/19/2019 - 12/31/2025

**Instructions**

\* Indicates required fields

Session Name

Teacher

Student's Session \*

Test

Content

Level

Locator 11 & 12

TABE 11

TABE 12

Locator

Complete Battery 9

Complete Battery 10

Auto-Locator

Reading

Mathematics

Language

TABE 11 Reading E

TABE 11 Reading M

TABE 11 Reading D

TABE 11 Reading A

TABE 11 Mathematics E

TABE 11 Mathematics M

Begin Date

End Date

Mode

12/19/2019

\* 12/31/2025

\* Online \*

Search for Available Students

Student Last Name

Student First Name

Student ID

Grade

Demographic

Accommodation

Teacher

Student Group

(All)

(All)

(All)

(All)

Find Students

New Student

Clear

Available Students:

Students in Session:

Ago, Abe ()

And, Abe ()

Brought, Abe ()

Forefathers, Abe ()

Fourth, Abe ()

Gil, Abe ()

Our, Abe ()

Years, Abe ()

Four, Abe ()

Score, Abe ()

Seven, Abe ()

Double-click to edit Student

Double-click to edit Student

Save

Save & Add Another

Cancel

Once the test session has been created, the Test Administrator can print the roster and test tickets for all examinees or for selected examinees. The roster and test tickets should be treated as secure materials since they contain the usernames and passwords to access INSIGHT for each examinee. Refer to the “Manage Test Sessions Option” section within the *DRC INSIGHT Portal User Guide for TABE* for more information on test sessions and printing test tickets and rosters.

DRCINSIGHT
TABE

All Applications

Test Management
Manage Test Sessions
Manage Testing Windows

### Test Sessions

Instructions

\* Indicates required fields

Administration
TABE
District
SAMPLE DISTRICT - 99999
School
TABE TEST SCHOOL - 11111

Last Name
First Name
Student ID



















































Session
Teacher
(All)

Test
TABE 11
Assessment
TABE 11


Show Sessions
Print All Tickets


Sessions
Status Summary

Instructions

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	CB11 All M 2/8/2018	TABE 11	Not Started	6/2/2017	3/9/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	CB11 All M 2/8/2018	TABE 11	Not Started	6/2/2017	3/9/2018	    
<input checked="" type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Student's Session	TABE 11	In Progress	6/2/2017	3/9/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	TABE 11 - Level M	TABE 11	In Progress	6/2/2017	3/9/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	TABE 11 - Level D	TABE 11	In Progress	6/2/2017	3/9/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	TABE 11 - Level A	TABE 11	In Progress	6/2/2017	3/9/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Tabel1?	TABE 11	In Progress	6/2/2017	3/9/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Auto Locator 11 Jan 18	TABE 11	In Progress	6/2/2017	3/9/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	CB11 RD MA LD	TABE 11	In Progress	6/2/2017	3/9/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	TABE 11 Demo Mode	TABE 11	In Progress	6/2/2017	3/9/2018	    

Add Session
Export to Excel
Unlock Selected
Unlock All
Export Student Details

To print all, click the **Print All Tickets** icon . This will open a PDF that contains the roster and test ticket for each examinee in the test session.

To print for a single examinee or a selection of examinees, click the **Edit/Print Ticket Status**  icon. This will allow the Test Administrator to select specific examinees.

The roster is for the Test Administrator and can be used to keep track of which examinees have completed testing.

<b>TABE</b> <b>Student Test Roster</b>						
			District: SAMPLE ADULT TEST CENTER School: SAMPLE ADULT TEST CENTER Test: TABE 11 Test Session: Student's Session Test Session Window: 1/14/2020 to 12/31/2025			
Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	Username	Password
<input type="checkbox"/>	N/A	Four, Abe	10/1/1950		AFOUR1	BOIL4933
<input type="checkbox"/>	N/A	Score, Abe	10/1/1950		ASCORE1	PULL8283
<input type="checkbox"/>	N/A	Seven, Abe	10/1/1952		ASEVEN1	SEEN9893

The test tickets are for the examinees. Each examinee will receive one test ticket that will grant him or her access to each subtest that was included in the test session within INSIGHT.

<b>TABE Online Test Ticket</b> <b>TABE 11</b>  <b>Abe</b> <b>Four</b> Student ID:  <b>Username: AFOUR1</b> <b>Password: BOIL4933</b>	<b>TABE Online Test Ticket</b> <b>TABE 11</b>  <b>Abe</b> <b>Score</b> Student ID:  <b>Username: ASCORE1</b> <b>Password: PULL8283</b>
<b>TABE Online Test Ticket</b> <b>TABE 11</b>  <b>Abe</b> <b>Seven</b> Student ID:  <b>Username: ASEVEN1</b> <b>Password: SEEN9893</b>	

# **CHAPTER 5: MAINTAINING THE TEST CENTER**

# Part 9: Maintaining the Test Center

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## Physical Requirements of Test Center Facilities

Examiners are responsible for overseeing the on-site test center activities. Each test center must have a testing space that meets the following requirements:

### General Facility Requirements

- The location must comply with all applicable building code requirements.
- The facility must be easily accessible, ensuring access for people with disabilities. The access must be in compliance with all applicable laws and regulations.
- The location must be neat, clean, and professional in appearance.
- The facility must provide access to restrooms and drinking water.
- The environment must be comfortable, with adequate heating and ventilation.
- The environment must be free from visual or auditory distractions and odors.

### Testing Area Requirements

- The testing area must be secure and lockable while also providing emergency exits.
- The testing room(s) should be separate from those where staff or others are working or conducting activities that could be distracting.
- The testing room(s) must have adequate lighting.
- A chalkboard, whiteboard, or flip chart must be available on which Examiners can write the test session times and other important notations.
- Pencil sharpener(s) and a wall clock with the correct time must be available in each testing room and visible to all examinees.
- The facility must have an area that can be used for examinee check-in. A separate room, desk, or table near the entrance is recommended. Examinees who are testing should not be disturbed by examinee check-in activities.
- The facility must contain a secure location in which to lock any possessions examinees may bring to the testing room that are disallowed (cell phones, nonconforming calculators, other electronics, etc.). If a locked location is not available, then a table at the front of the room can be used.
- A lockable area with shelves is required for all test materials (test books, answer documents, etc.).



- The facility must be equipped with the necessary office equipment, including a working telephone and Internet access.
- The Examiner's computer must be in compliance with the minimum hardware and software requirements to run INSIGHT. When a new user is added to the Portal, an email is sent to the user with a link for setting their password. Their username is their email address. New users may also set their initial password by clicking on the "Forgot your username or password?" link on the login page of the DRC INSIGHT Portal. The DRC listed Point of Contact, usually the State or Area Administrator, manages portal users. Instructions on the use of these systems are included on the DRC Portal. Internet access is required, and Examiners must have access to technical support when needed.
- Computers should be in a lockable location and securely locked down with a cable attachment.
- Adequate office supplies are required, such as paper and pencils. These supplies must be maintained at a sufficient level so they are not out of stock during testing. They must also be in good working condition; for example, pencil erasers must not be worn down and calculators must have batteries and be in good working order.
- A "Do Not Disturb" sign should be available for posting during each testing session.
- Security cameras in the testing room are not required but are encouraged.

## **Examinee Work Area Requirements**

- Examinee workstations should have comfortable seating similar to the seating utilized in most businesses or adult classroom environments.
- Examinees should be seated far enough apart that they cannot view or copy the answers of other examinees. There should be sufficient space for the Examiner to move between examinee workstations to monitor examinees and to distribute and collect materials.
- The Examiner should be able to see all examinees throughout the testing. Partitions, walls, furniture, and other obstacles should not be positioned in a way that obstructs the Examiner's view of any examinee at any time during testing.

## Computer-Based Testing Requirements

- Adequate computers for testing are required. Computer carrels with partitions or privacy screens are strongly preferred. In the absence of these, it is recommended that computers be positioned no less than five feet apart.
- Each examinee computer workstation should be in compliance with the minimum hardware and software requirements outlined in the *DRC INSIGHT Supported System Requirements*, have adequate desk space, and be equipped with a chair, monitor, keyboard, and mouse that are all positioned comfortably for the user. Examinees should not be seated in locations where lighting produces glare on computer screens.

## Requirements for Test Center Staff

Test Coordinators are responsible for the training and supervision of TABE Test Administrators. This is an extremely important function. Test Coordinators are strongly encouraged to complete TABE training sessions. Once completed, the Test Coordinator is responsible for ensuring that all Test Administrators are thoroughly trained in the administration of TABE as outlined in this *Test Administration Manual*.

DRC recommends at least one Examiner for each classroom and for each 20 examinees. In addition, at least one backup or floating Examiner should be available at all times during each administration to assist the Examiner(s) in the event of unforeseen circumstances. When special testing accommodations are being administered, additional staff may be required.

Examiners must have the following qualifications:

- Prior experience in proctoring/administering tests is highly desirable.
- High school diploma or equivalent is required, with Bachelor's degree or equivalent strongly preferred and required in some states.
- Teaching, counseling, and/or assessment background is strongly preferred.
- Strong communication and customer service skills are strongly preferred.
- Ability to lift up to 20 lbs on occasion is preferred.
- Examiners must not be involved in any related preparatory course.
- Examiners must not have a conflict of interest.

It is recommended that all Examiners successfully complete TABE certification training or other training as required by their state or parent organization.

## **CHAPTER 6: TESTING IRREGULARITIES**

## Part 10: Testing Irregularities

There are a variety of exceptions or irregularities that could occur during the test administration. In most cases, when a test irregularity takes place, the Examiner should document the details of the incident for future reference.

A list of possible irregularities that might arise, along with guidelines for handling them, is included in the following table. Since every situation is unique, prescribed actions may not be appropriate in all instances. Examiners, in consultation with Test Coordinators, may need to exercise professional judgment to alter the course of action taken to better suit a particular situation. If an irregularity not listed below occurs, the Examiner may contact his or her Test Coordinator who may, in turn, contact the State or Area Administrator or DRC.

Interruptions or Disturbances during Testing	
Unplanned event or emergency interruption	<p>If testing is interrupted due to an unplanned event, emergency, or significant disturbance, such as a fire drill, flood, fire, or other natural disaster, the Examiner's first concern should be the safety of those in the testing room. If the situation warrants it, the testing room should be evacuated. If time permits, note the time that the interruption occurred. For examinees testing on computers, click the <b>Pause</b> button followed by the <b>Exit</b> button at the bottom of each computer screen. Lock the testing room upon exit if evacuating.</p> <p>If the Examiner is able to supervise examinees during the interruption to the extent that he or she ensures that there has not been discussion about the test or sharing of answers, then the test session may be able to resume. In this event, the Examiner should record the time testing resumes. Examinees should be allowed the full amount of testing time.</p> <p>For computer-based testing, when clicking the <b>Exit</b> button, the test content is removed from the screen for test security reasons. When <b>Exit</b> is selected, the examinee must use his or her username and password (as indicated on the test ticket) to log back in to the test and resume where he or she left off. The examinee must log back in on the same day (before midnight). If there is an issue when attempting to log in, contact the TABE Help Desk for assistance.</p> <p>If examinees leave the testing room and/or the disruption is such that strict, secure testing conditions cannot be maintained during the interruption or upon resumption of testing, then the testing session will not be able to resume. Incomplete computer-based tests will automatically be submitted for scoring when the test is not resumed. If an examinee does not complete the subtest, they should be rescheduled for testing using an alternate form.</p>

<b>Interruptions or Disturbances during Testing (continued)</b>	
System interruption	<p>If an examinee experiences a system interruption, the timer on the test should stop. When the power resumes and the examinee logs back in, the test should resume where the examinee left off. The examinee will have the time remaining on the timer to complete the exam.</p> <p>If an examinee cannot get back into the interrupted test, contact the TABE Help Desk staff prior to releasing the examinee. They may be able to get the examinee back into the test. They will need the following information: examinee name, test form, level, subtest, date and time of interruption, and the error message/code if displayed.</p> <p>If testing is occurring outside of TABE Help Desk support hours, release the examinee and email the details of the testing interruption to <a href="mailto:TABEHelpdesk@Datarecognitioncorp.com">TABEHelpdesk@Datarecognitioncorp.com</a>. A representative will contact the test center on the next business day to help resolve the issue.</p>
Disruptive examinee	<p>Examinees who are earnestly attempting to complete a subtest should not be negatively impacted by others who disrupt the testing environment. If an examinee is disruptive during testing, the Examiner should first ask the examinee to discontinue the disruptive behavior. If the behavior continues, the Examiner should take the examinee aside and unobtrusively (so as not to disturb other examinees) warn the examinee that if the behavior continues, the Examiner will be required to dismiss the examinee from the testing environment. If the examinee continues with the behavior after the warning, the Examiner should dismiss the examinee. The examinee's test should be scored even if unfinished.</p> <p>See also "Unplanned event or emergency interruption" above.</p>

<b>Interruptions or Disturbances during Testing (continued)</b>	
Unauthorized visitor or intruder	“Do Not Disturb” signs should always be posted at the entries of any testing room while testing is in session. If, despite the sign, an unauthorized visitor or other intruder should attempt to enter the testing room, the Examiner should inform the individual that testing is in progress and that only examinees are allowed to be in the room. If the individual persists in attempting to enter, the Examiner should request assistance from the Test Coordinator or another Examiner to unobtrusively remove the individual. If the individual is aggressive or threatening in any way, local authorities may be contacted for assistance. The safety of those present should be of primary concern while every effort should be taken to minimize disruption to testing examinees.
Disturbances	If brief disturbances occur during testing, such as distracting noises, momentary power outages, or room heating/cooling/lighting malfunctions, the Examiner should request assistance from the Test Coordinator or backup/floating Examiner to correct the issue as soon as possible. If the issue is discovered before testing begins, relocation of the testing room to another room appropriate for testing may be advisable.
Examinee illness	In the event an examinee becomes ill during the test session, the test should be invalidated if the examinee cannot finish the test in the time allotted.
Examiner illness	In the event an Examiner becomes ill during the test session, the backup/floating Examiner should be quietly called upon to assist or replace the Examiner.

<b>Administration Issues</b>	
Wrong test administration time	<p>If too little time was allowed for the test session, correct the situation as soon as possible. If the examinees have not yet left the testing room, resume testing, adding the missed time back into the administration even if the STOP time has been called. Once examinees have left the testing room, however, the test cannot be resumed. (The only exception to this is when the examinees are supervised as indicated in “Unplanned event or emergency interruption” above.) If the mistiming has potentially affected the examinee’s ability to complete the subtest, the examinee may be rescheduled for testing on an alternate form.</p>
Examinee(s) mistakenly permitted to use unauthorized test materials	<p>If the issue is identified before testing begins, inform the examinees that the material is not permitted during testing and ask the examinees to store the item(s). Allow the start of the test administration to be delayed a few minutes for this activity.</p> <p>If the issue is identified after testing has begun, then the Examiner must immediately discuss the situation with the Test Coordinator. If the item allowed could in no way affect examinee performance on the test or examinee ability to copy or otherwise reproduce any portion of the test (for example, if the examinees were allowed to have water bottles at their desks), then a decision could be made to allow the examinees to resume testing so long as the incident is recorded. In most cases, though, the examinees would have to be dismissed from the testing room and their tests would need to be invalidated. However, as Examiners should be monitoring examinees carefully at the beginning of testing to ensure that unauthorized items are stored and as oral directions provide for an announcement and pause in testing activities so that examinees can store unauthorized items, an incident involving a group of examinees using an unauthorized material should be unlikely.</p>
Wrong oral directions read	<p>If the wrong oral directions have been read, the issue should become apparent prior to actual testing. Correct the situation by reading examinees the correct oral directions even if it means delaying the start of the testing session and, if applicable, the subsequent testing session.</p>

<b>Examinee ID/Eligibility/Attendance Issues</b>	
Unacceptable/insufficient ID or ineligibility	<p>Examinee identification and eligibility must be carefully verified upon check-in. Acceptable and unacceptable IDs are listed on page 18.</p> <p>If it is found that an examinee does not present sufficient acceptable identification or that the examinee is ineligible, then the examinee should be dismissed prior to testing. The examinee may reschedule to take the exam, assuming the examinee has appropriate identification/eligibility at the next scheduled appointment.</p>
Leaving the testing room or taking breaks	<p>Unless it is during a formally scheduled break (as is the case between Reading, Parts 1 and 2) or the examinee is allowed to have supervised breaks as a special testing accommodation, if an examinee leaves the testing room during a subtest session, then the examinee will not be permitted to return to the room during that session. The examinee's test should be invalidated. (Note: Although the examinee will not be permitted reentry into the testing room during the session from which he or she departed, the examinee is permitted to return to the testing room for any subsequent subtests for which he or she may be scheduled.)</p>



Issues with Test Materials	
Defective answer document discovered before testing begins	Defects in printing are extremely rare; however, if an examinee has an answer document that is misprinted or that has misassembled pages OR if the test administration staff or examinee has mismarked or damaged an answer document, replace it with a new answer document.
Defective answer document discovered after testing has begun	<p>If the defective answer document is identified after testing has begun, have the examinee continue testing with a new answer document. At the end of the test session, after test books and other materials have been collected, allow the examinee extra time to carefully transfer his or her answers from the problematic answer document to the new answer document. Be sure to correctly bubble the form and other examinee-identifying information on the new answer document.</p> <p>If the issue is related to a defect, contact the TABE Help Desk to report the issue.</p>
Examinee has defective test book	<p>If an examinee has a defective test book, replace it with a nondefective test book of the same level and subtest and report the defect to DRC. If the incident has taken some of the examinee's testing time to resolve, record the amount of time and allow the examinee to make up the time by staying after the end of the test session. Note: The examinee must not be able to leave the testing room unsupervised before resuming testing.</p> <p>The test book should be marked "DEFECTIVE" and stored in the secure storage area with other worn or defective secure test materials that are not to be distributed to examinees. Report the defect to Shelf Customer Service, (800) 538-9547, <a href="mailto:ShelfCustomerService@datarecognitioncorp.com">ShelfCustomerService@datarecognitioncorp.com</a>.</p>
Examinee marks answers in test book	<p>If an examinee marks his or her answers in the test book, instruct the examinee to continue to use his or her answer document for the remainder of the test. At the end of the test session, after test books and other materials have been collected, allow the examinee extra time to carefully transfer his or her answers from the test book to the answer document. Be sure the examinee-identifying information on the new answer document has been appropriately completed.</p> <p>Securely destroy the test book.</p>
Examinee questions test content	Ask the examinee to provide his or her best answer to the question.

<b>Examinee Violation of Rules</b>	
Use of unauthorized materials	<p>If the issue is identified before testing begins: Inform the examinee that the material is not permitted during testing and ask the examinee to store the item(s).</p> <p>If the issue is identified after testing has begun, then the Examiner is required to remind the examinee of the infraction, to dismiss the examinee from the testing, and to invalidate the examinee's test. Examiners should monitor examinees carefully at the beginning of testing to ensure that unauthorized items are stored; further, oral directions provide for an announcement and pause in testing activities so that examinees can store unauthorized items. Once testing commences, Examiners should monitor examinees for compliance.</p>
Cheating	<p>If an examinee is found giving or receiving assistance with answers to test questions, is found copying answers to test questions from another examinee or another source, or has somehow received test content or answers in advance of the testing, then the examinee is considered to be cheating and the examinee's test should be invalidated.</p>
Copying, reproducing, or removing test content	<p>Copying, reproducing, or removing test content in any form or by any means is strictly prohibited. Examinees are required to certify that they understand this. If an examinee is found to be engaged in copying, reproducing, or removing test content, then the examinee's test (if applicable) should be invalidated.</p>
Dismissed examinee refuses to leave the test session	<p>If an examinee who has been dismissed for violation of rules refuses to leave the test session, the Examiner should obtain assistance from facility security staff in removing the examinee.</p>
Examinee is hostile or poses a threat to Examiner or other examinees	<p>In a situation where an examinee poses a threat to the Examiner or other examinees for any reason, safety of the examinees and test administration staff should be the Examiner's most important concern. The Examiner should obtain assistance from facility security staff in removing the examinee as unobtrusively as possible.</p>

## Security Breaches

Losing test books or photocopying, photographing, recording, texting, copying, or reproducing secure and/or proprietary and confidential test materials in any way by examinees, Test Administrators, or other individuals are considered breaches of security. If a breach or potential breach of security is suspected, the Examiner should immediately inform the Test Coordinator. The Test Coordinator should investigate the situation, and if a breach is still suspected, the State or Area Administrator and DRC should be notified immediately about the situation. Notify DRC via the following:

TABE Help Desk

Toll-free telephone: (866) 282-2250 (7:00 a.m.–7:00 p.m. Central Standard Time)

Toll-free fax: (800) 282-0266

Email: [TABEHelpdesk@Datarecognitioncorp.com](mailto:TABEHelpdesk@Datarecognitioncorp.com)

Security breach escalation procedures in place at DRC will ensure that the information is reported to appropriate TABE test management personnel who can work with the State or Area Administrator to provide situation-specific instructions. If necessary, examinees involved in the compromise will need to have their tests invalidated. Depending on the nature of the breach, operations at the test center may be suspended until the breach has been investigated.

Steps to Be Taken in the Event of a Security Breach	
1	Contact your State or Area Administrator or DRC as soon as you are aware of the situation.
2	Engage your State or Area Administrator and DRC in determining an appropriate plan of action.
3	The State Administrator will interview the unauthorized party that is alleged to have obtained access to the secure assessment.
4	The State Administrator will request a signed statement from any unauthorized party that is alleged to have obtained access to the secure assessment to detail what happened, obtain his or her acknowledgment that the TABE tests are proprietary and confidential DRC materials, and request an affirmation that he or she will not share any of the information gleaned from seeing the test(s). If secure test information has been shared with others, details should be included in the statement.
5	A visit to the site may be arranged. The investigation into the incident will be completed within 45 days. The appropriate authorities will be engaged if deemed necessary. If required, DRC will work with the state in which the breach occurred to suspend testing at or close the test center.

6	If the test center is to be closed, the remaining steps will be taken. DRC will provide the state with a list of all test materials provided to the test center, including paper-based test inventory and online administrations and passwords.
7	DRC will work with the state to coordinate the return of all test materials in the test center inventory.
8	DRC will request that the state complete the checklist that would ordinarily be completed by the test center at the end of the testing cycle to return any unused test materials.
9	DRC will close down test center access to secure TABE test online sites and remove the test center from official test center lists.
10	DRC will inventory returned items when test center boxes are received to verify receipt of all secure materials and work with the state to reconcile any inventory issues.

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TESTS OF  
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TABE 11 & 12

# Test Administration Manual



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DATA RECOGNITION

**DRC**  
CORPORATION

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