**TABE CLAS–E
ONLINE**

TABE

**Complete Language
Assessment System
— English**

**Online
Test Administration
Manual**

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INTRODUCTION

Purpose of This Manual

Data Recognition Corporation (DRC), the publisher of *Tests of Adult Basic Education* (TABE), has provided this *Test Administration Manual* to supply TABE CLAS-E Online Test Administrators with guidelines and procedures for secure, standardized test administration. As a TABE CLAS-E 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.drcedirect.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 CLAS-E Online Test Directions* provide accompanying directions that are read to examinees prior to each TABE CLAS-E Online subtest.

TABE CLAS-E Online Overview

The TABE Complete Language Assessment System—English is a coordinated system of assessments, instructional support, and staff development materials. The central assessment product, TABE CLAS-E, provides ESL educators and employers with student evaluation, placement, and instructional progress (pre-test form, post-test form) data in the reading, listening, writing, and speaking skill areas.

After determining that a student's English language proficiency level is sufficient, the student can make the transition to the mainstream adult basic education program, TABE 11 & 12, which assess High School Equivalency (HSE)-level proficiency and general mastery of basic mathematics and language skills.

The TABE Complete Language Assessment System—English is written at four proficiency levels to meet the needs of adult, non-native English speakers. The table below shows the TABE CLAS-E proficiency levels.

TABE Complete Language Assessment System—English

PROFICIENCY LEVELS

ADVANCED	Level 4
	Level 3
	Level 2
BEGINNING	Level 1
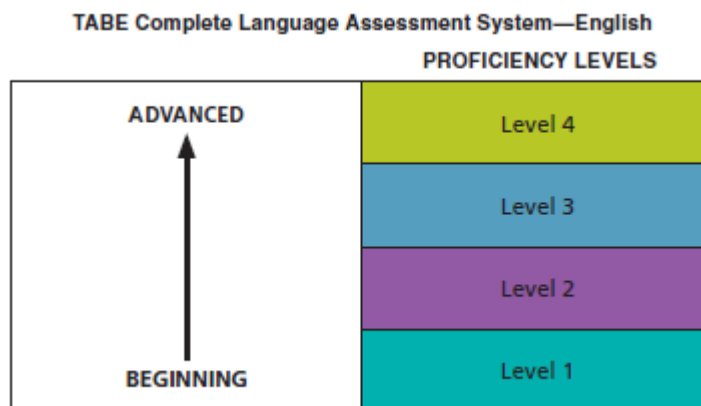
Assessment Process & Components

TABE CLAS-E Online offers an exceptionally versatile system of test and instructional support products. An administrator can select the exact components needed to plan and accomplish assessment goals for students.

TABE CLAS-E Online contains the following major components:

- *Locator Test indicates quickly which level of TABE CLAS-E should be administered to an examinee*

- *Proficiency tests assess English language skills in reading, listening, writing, and speaking.*

- *Aligned with the NRS English as a Second Language Educational Functioning Level Descriptors*

- *Access to On-Demand Reports*

Locator

TABE CLAS-E Online offers a two-part Locator: Reading/Writing (Part 1) and Listening/Speaking (Part 2). Each of these parts can be taken within the DRC INSIGHT platform and reporting can be found in On-Demand Reporting.

The TABE CLAS-E Locator Interview is not included in TABE CLAS-E Online but can be taken/scored in paper mode.

Educator Scoring

TABE CLAS-E Online Speaking and Writing subtests are locally scored using the TABE Insight Portal Educator Scoring system. Section 5 describes the process of giving a certified scorer access to the TABE Portal and explains how to score Speaking and Writing. TABE CLAS-E Online Reading and Listening subtests are scored systematically.

On-Demand Reporting

Reporting for TABE CLAS-E Online is available within the DRC Portal and is located under Report Delivery > On-Demand Reports.

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 CLAS-E Online is available on the DRC INSIGHT Portal at https://www.drcedirect.com.

For assistance with any aspect of TABE CLAS-E Online, contact DRC at the following telephone number and email address:

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

CHAPTER 1:
GENERAL TABE CLAS-E ONLINE TEST INFORMATION

Part 1: Overview of TABE CLAS-E Online

This guide contains specific information about how to use the TABE CLAS-E Online 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, Test Administrator, Curriculum Supervisor, Adult Educator, Examiner, or a Program Coordinator, you will find this guide helpful in fulfilling your role with CLAS-E Online administration.

TABE CLAS-E Online subtests contain the following types of questions:

- ➤ Selected response items
- ➤ Constructed-response items

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.

DRC Functionality in System

System	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 Reports
DRC INSIGHT	✓	Administer all computer-based tests to examinees

Principal Steps to Administer TABE CLAS-E Online

The end-to-end process that Test Administrators use to administer TABE CLAS-E Online 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 CLAS-E 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.

Part 2: Roles and Responsibilities

Role of Data Recognition Corporation

As the publisher of TABE CLAS-E Online, 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 CLAS-E Online 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 CLAS-E Online Test Directions* to the examinees.

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.

➢ Dismiss examinees only after these tasks have been completed.

After Testing

➢ 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

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:

- *TABE CLAS-E Online Test Directions*
- Student Test Tickets
- Used scratch paper

While the *TABE CLAS-E Online Test Administration Manual* is not secure, it should be considered proprietary and confidential.

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

Check ✓	Staffing Requirements
	Examiners successfully complete training modules (optional) and train staff supporting TABE CLAS-E Online.
	Test center staff are thoroughly familiar with the TABE CLAS-E Online Test Directions.
	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.
Check ✓	General Testing Area Facility Requirements
	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.
Check ✓	Testing Room Requirements
	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.

Check ✓	Workstation Requirements
	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, headphones with microphone, and mouse.
	DRC recommends 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.
Check ✓	Procedural Requirements—General
	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.

Check ✓	Procedural Requirements—Secure Test Materials for Computer-Based Testing
	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.
Check ✓	Procedural Requirements—Other Materials
	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 they do not disturb testing.

Items prohibited include the following:

> ➢ Electronic devices of any sort including mobile devices, pagers, beepers, smartwatches, earbuds, and wearable technology.
> ➢ 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 (or any listening device that is not provided by the testing facility)
> ➢ 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.

Verification of Examinee ID and Eligibility

It is recommended but not required, 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 may not be permitted to take the test.

Confidentiality of Examinee Data

Examinee data is completely confidential. These include all examinee records, test books, answer documents, and score results. Examinee and test session data and documents, including all answer documents and test books, 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 CLAS-E Online Testing Materials

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
- ➢ Scratch paper
- ➢ Two sharpened No. 2 pencils with erasers (optional)
- ➢ *TABE CLAS-E Online Test Administration Manual*
- ➢ *TABE CLAS-E Online Test Directions*

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 *TABE CLAS-E Online Test Administration Manual* and the *TABE CLAS-E Online Test Directions* are to be used in conjunction with 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.

Computer-Based Accommodations

TABE CLAS-E Online has Text-to-Speech (TTS) audio functionality for the Reading and Writing subtests. TTS is not offered in the Locator or in the Speaking or Listening subtests. 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 Technical User Guide 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

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*.

Note: In preparation for the Listening and Speaking subtests, please make sure that the volume is turned up on each computer before students begin testing. After login, users will not be able to access volume controls.

Double-click the **DRC INSIGHT Online Assessments** icon on each computer desktop.
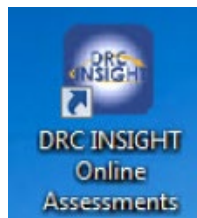
Select **Test Sign In** and the Login screen opens.

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 oral exam directions as well as in the system itself.

Double-click the **DRC INSIGHT Online Assessments** icon on the computer desktop.
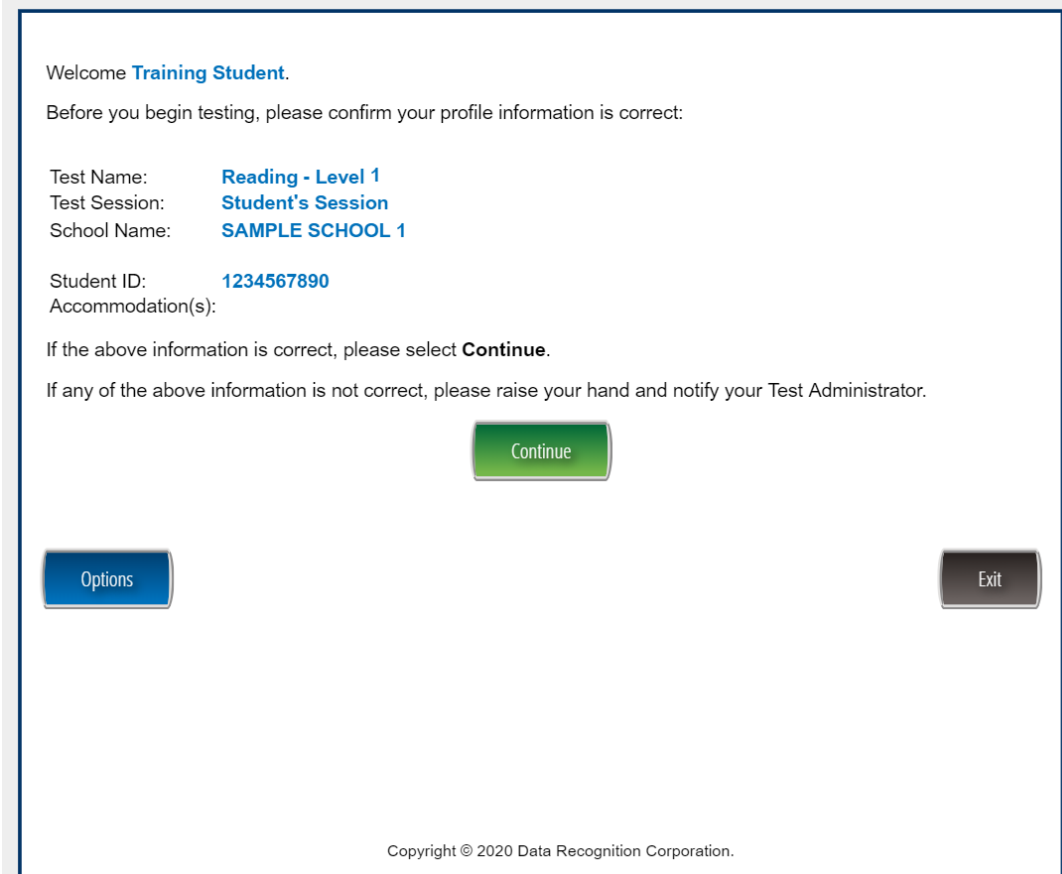
Select **Test Sign In** and the Login screen opens.

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 CLAS-E

TRAINING
STUDENT
Student ID: 1234567890

Username: TSTUDENT7
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.

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 should 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, Writing is composed of Part 1 and Part 2. When an examinee has completed Writing—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 CLAS-E Online TEST SESSIONS

Part 6: Scheduling TABE CLAS-E Online Test Sessions

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.
- ➢ Read test instructions and complete the practice item(s).
- ➢ Conclude the test.
- ➢ Collect and account for all test materials.
- ➢ Dismiss examinees.

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.	
☐ Locator Test	35 minutes total
• Reading & Writing (Part 1)	15 minutes
• Listening & Speaking (Part 2)	20 minutes

Level 1

ACTIVITY/TEST	TESTING TIME
For each test section, add 10 to 15 minutes for administering the practice test items and reading directions.	
☐ Reading	30 minutes
☐ Listening	25 minutes
☐ Writing	50 minutes
☐ Speaking	20 minutes

Level 2

ACTIVITY/TEST	TESTING TIME
For each test section, add 10 to 15 minutes for administering the practice test items and reading directions.	
☐ Reading	30 minutes
☐ Listening	30 minutes
☐ Writing	55 minutes
☐ Speaking	20 minutes

Level 3

ACTIVITY/TEST	TESTING TIME
For each test section, add 10 to 15 minutes for administering the practice test items and reading directions.	
☐ Reading	30 minutes
☐ Listening	30 minutes
☐ Writing	50 minutes
☐ Speaking	20 minutes

Level 4

ACTIVITY/TEST	TESTING TIME
For each test section, add 10 to 15 minutes for administering the practice test items and reading directions.	
☐ Reading	30 minutes
☐ Listening	25 minutes
☐ Writing	50 minutes
☐ Speaking	20 minutes

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

➢ When scheduling the TABE CLAS-E Online 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 Writing in one half-day session, with a second half-day session for Listening & Speaking. 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

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

New users will receive access to the system via an email message that provides login information. Test Coordinators 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. 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 CLAS-E Online. 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

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*.

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 1 Form A. 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, add the accommodation to their Student Profile, then add them back into the Test Session. You can only do this if they have not started testing.

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.

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.

TABE
Student Test Roster

District: 00 SAMPLE DISTRICT
School: 00 SAMPLE SITE
Test: TABE CLAS E
Test Session: Sample Test Session
Test Session Window: 2/20/2020 to 2/21/2022

Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	Username	Password
☐	N/A	TESTER, STUDENT	1/1/1990	9999998	STESTER92	CHIN
☐	N/A	TESTER1, STUDENT	1/1/1990	9999997	STESTER93	LIFT
☐	N/A	TESTER2, STUDENT	1/1/1990	9999993	STESTER94	IDEA
☐	N/A	TESTER3, STUDENT1	1/1/1991	9999994	STESTER95	PAIL

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.

TABE Online Test Ticket **TABE CLAS E** STUDENT TESTER Student ID: 9999998 Username: STESTER92 Password: CHIN	**TABE Online Test Ticket** **TABE CLAS E** STUDENT TESTER1 Student ID: 9999997 Username: STESTER93 Password: LIFT
TABE Online Test Ticket **TABE CLAS E** STUDENT TESTER2 Student ID: 9999993 Username: STESTER94 Password: IDEA	**TABE Online Test Ticket** **TABE CLAS E** STUDENT1 TESTER3 Student ID: 9999994 Username: STESTER95 Password: PAIL

CHAPTER 5: EDUCATOR SCORING

Part 9: Educator Scoring

Introduction

The TABE CLAS-E Online Speaking and Writing subtests are locally scored using the TABE Insight Portal Educator Scoring system. This section describes the process of giving a scorer access to the TABE Portal and explains how to score Speaking and Writing.

Access to the TABE Portal scoring functionality is controlled through the Educator Scoring permissions. Three permissions are required:
- Educator Scoring
- Educator Scoring – Export/Print Student Responses
- Educator Scoring – Score Reset

Initially, DRC will assign the district-level TABE Point of Contact (POC) the applicable Educator Scoring permissions. District level users are then responsible for assigning permissions to school level scorers.

Usually, Speaking and Writing responses will be available for scoring in the TABE Portal within two hours of the student completing the test. If responses are not available to score within two hours, ensure that the test has been completed by the student and that all responses have been submitted.

Scoring can be completed by educators on any computer or laptop with either Chrome or Internet Explorer 11 installed. DRC INSIGHT does not need to be installed on the machine.

Providing Access to Educator Scoring

Follow steps 1-4 to provide/assign TABE CLAS-E Online Educator Scoring permissions to each scorer.

1. From the TABE My Applications menu bar, click **User Management** to display the User Administration window.

2. Using the drop-down menus, select an administration and other filters (User Role/District/School/etc.) to select the appropriate users, and click **Find User**.
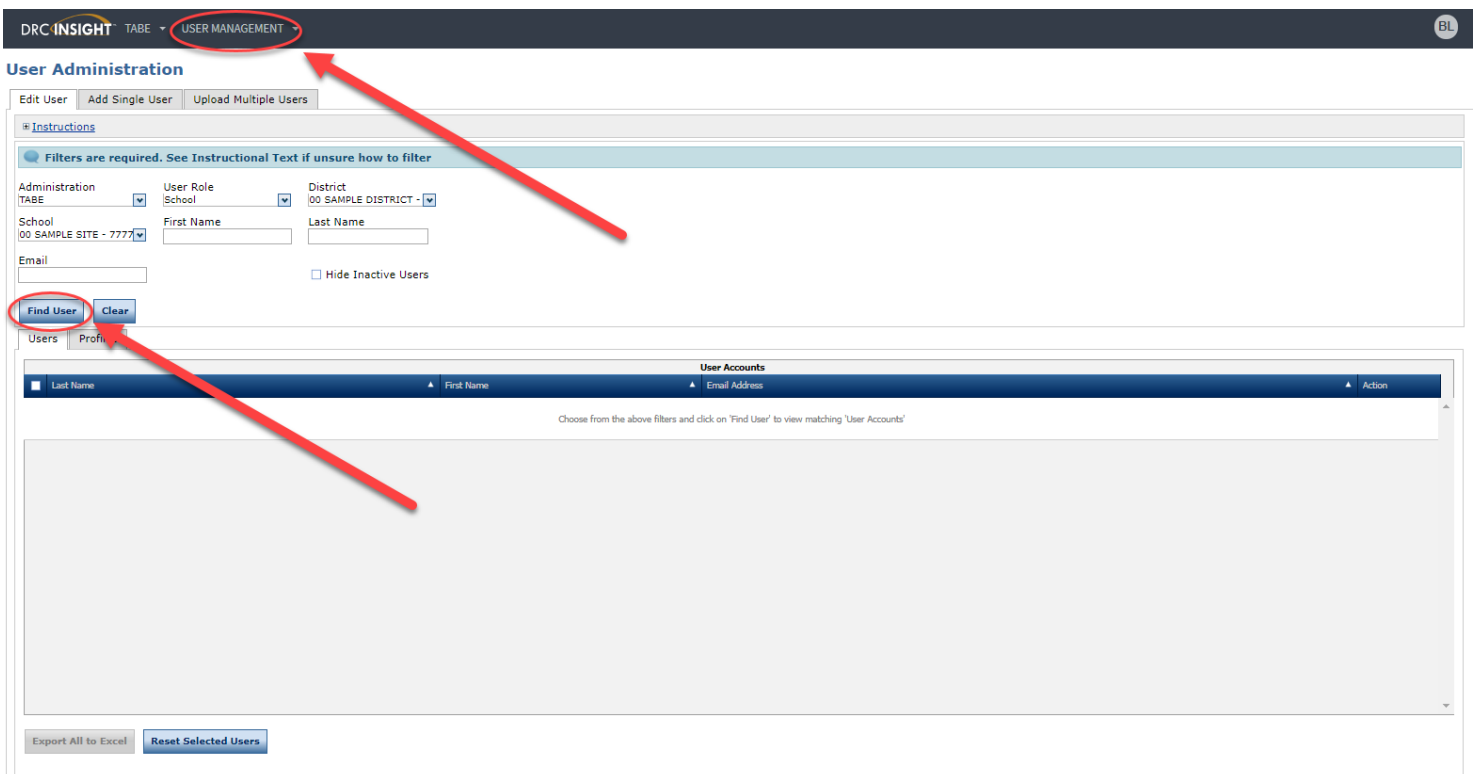
Providing Access to Educator Scoring (cont.)

3. When the User Accounts table appears, click the **View/Edit** ( ) icon next to the user to display the Edit User window.
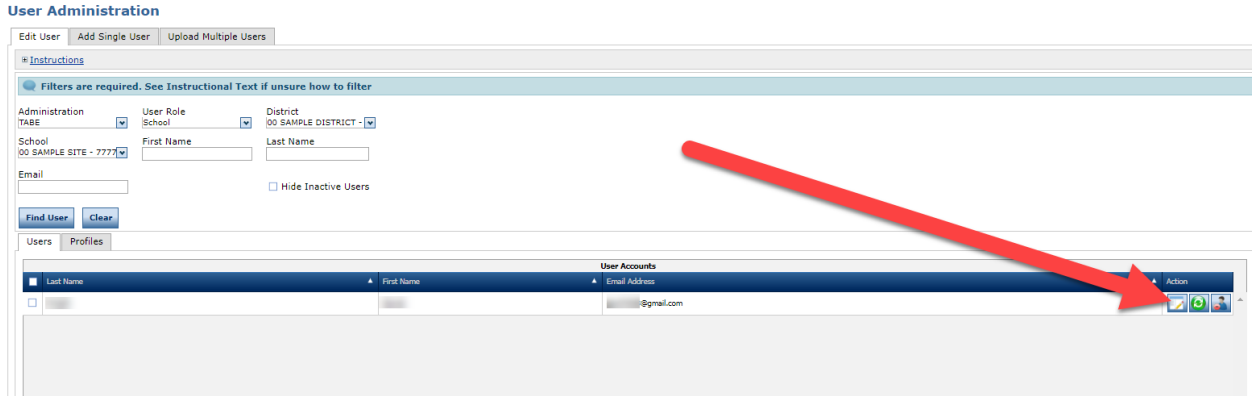
4. Look for the TABE administration. Click the **View/Edit** ( ) icon to add the Educator Scoring permissions. Repeat steps 1-4 for each user who needs permission.

Note: If a school level scorer needs access to multiple schools, click **Add** to add a new school to that user's profile. If a scorer needs access to all schools in the district, they can be provided with a district level user profile and permissions.
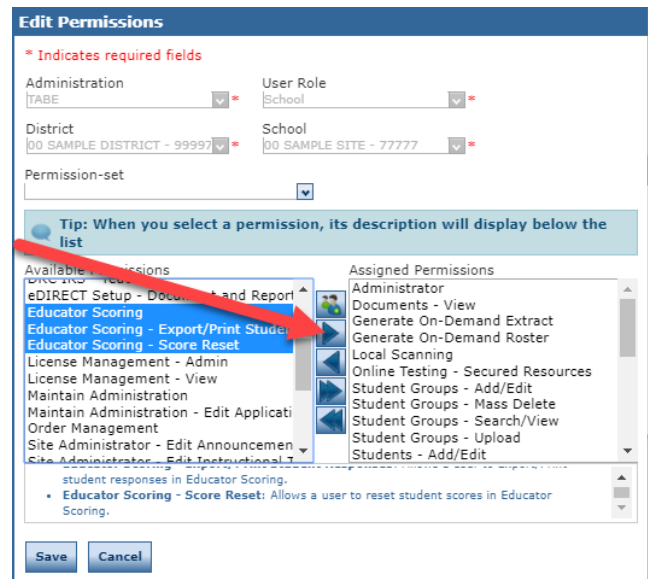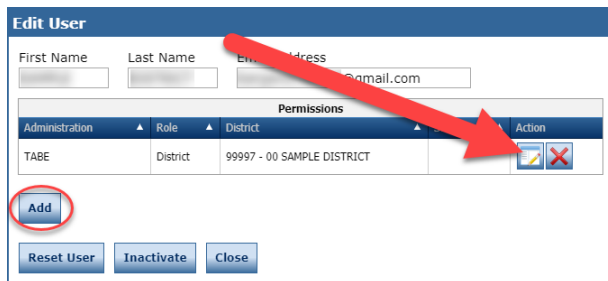
Using TABE CLAS-E Online Educator Scoring

After logging in to the TABE INSIGHT Portal, users with Educator Scoring permission will see the Educator Scoring link under My Applications > Scoring and Reporting > Educator Scoring.

This link opens the scoring page where a scorer can define the examinee population to score by selecting the required fields and search criteria from the menus.

Educators can follow the instructions on subsequent pages to score TABE CLAS-E Levels 1-4 Writing and Speaking.

Selecting Responses to Score: Writing and Speaking

The following method describes how to score all student responses by test session.

1. To enter TABE CLAS-E scores in the TABE INSIGHT Portal, from the **My Applications** menu bar, click on **Educator Scoring** to display the Educator Scoring page.

My Applications > Scoring and Reporting > Educator Scoring
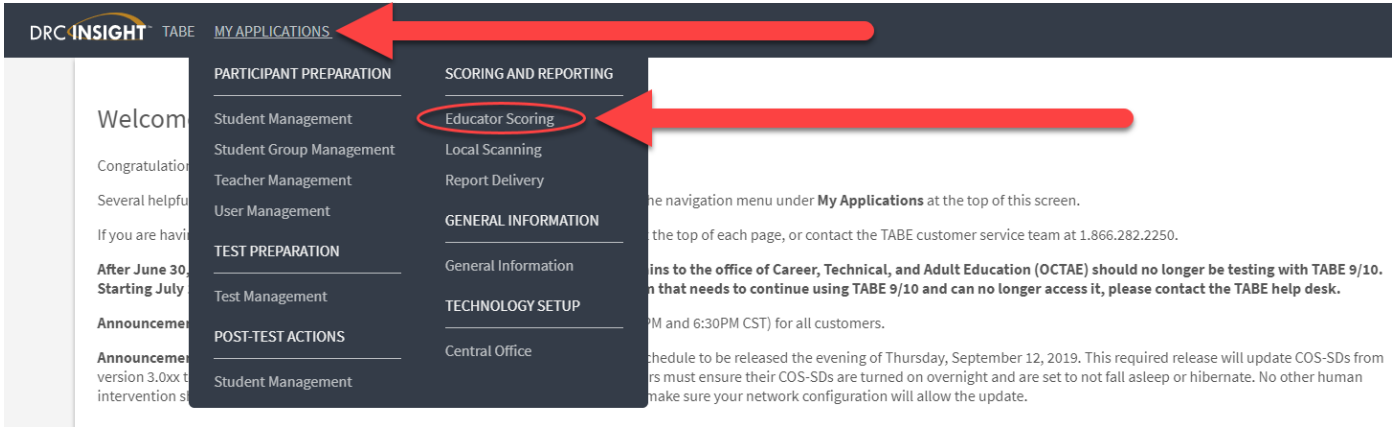
2. Locate the test session in Educator Scoring by filtering by district, school, assessment, and test session and click **Show Sessions**. The test sessions meeting the filter requirements appear in the Session Detail grid.
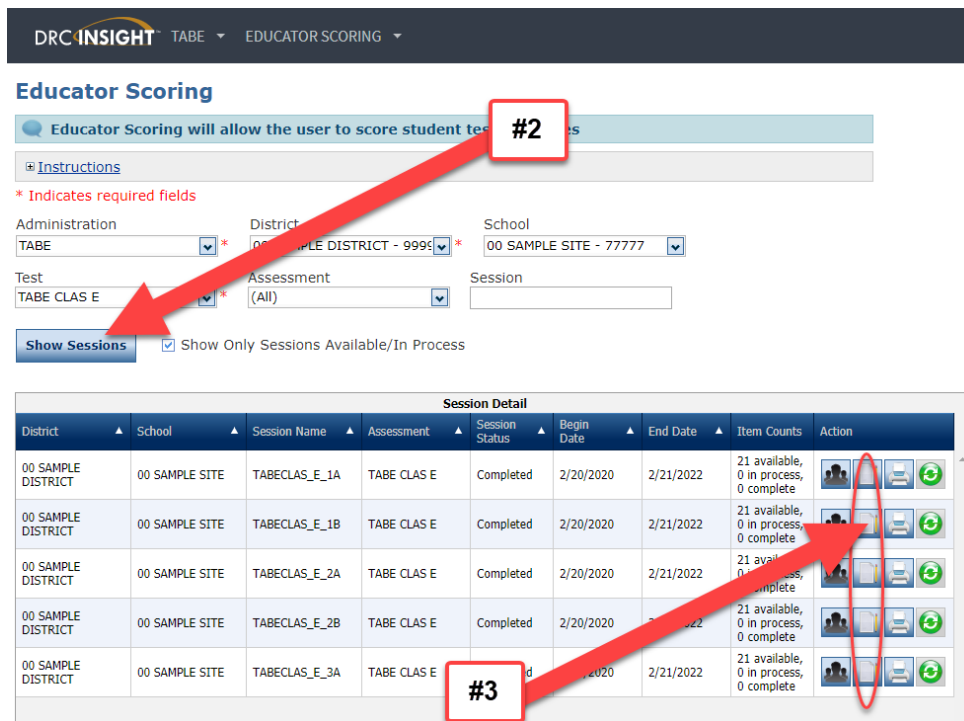
3. Search for the session and click the **Score Session** icon ( )

Scoring Resources for TABE CLAS-E Online Educator Scoring

Three scoring resources are available to score examinee responses for each domain, Writing and Speaking. To view and use these resources, click Scoring Resources. Then, use the Scoring Resources Filter drop-down menu to select the specific resources that you want to use (for a description of the choices, see "Scoring Resources by Domain" on the following page).


The following are important items to remember about scoring resources.

- You can display Educator Scoring online help and the Image toolbar functions by clicking the **?Help** (?Help) icon.

- The **<<Prev Scoring Resource** and **Next Scoring Resource>>** buttons are enabled if you select the **All** option form the Scoring Resources Filter. You can use these buttons to navigate between the domain and item specific scoring resources.

- If you check the **Scoring Resources Window** option, the scoring resources open in a separate browser tab.
    - If you prefer not to use a separate tab, you can alternate between **Response** and **Scoring Resources** in your current window.
    - You must click Scoring Resources again or use the **<<Prev Scoring Resource** and **Next Scoring Resource>>** buttons to update the resources for the item.

- You must select a score for the **Submit** and **Exit Scoring** buttons to become active. If you have not exited your scoring session, you can use the **<<Prev** and/or **Next>>** buttons to navigate through your previously submitted responses.

- You can click **Exit Scoring** at any time to submit your most recent response and exit Educator Scoring. When no more responses are available, you will get this message:
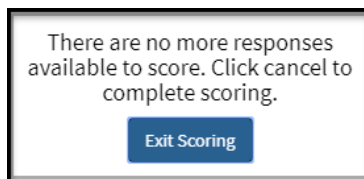
- o Click **Exit Scoring** to save your score for the last response.
- o Exit Scoring will automatically close your **Scoring Resources Window**

Scoring Resources by Domain

You can select from the scoring resources shown in the table below.

| Domain	Scoring Resource	Displays
Speaking	Rubric	Score Options and Sample Response
	Scoring Guide	Speaking Scoring Scale and Speaking Score Points
	Supporting Passage	Student prompt
Writing	Rubric	Score Options and Sample Response
	Scoring Guide	Writing Scoring Scale and How to Score
	Supporting Passage	Student prompt
Either	All	All scoring resources for the item **Note:** The <<Prev Scoring Resource and Next Scoring Resource>> buttons are enabled if All is selected.

Each scoring resource is properly labeled.

Note: You can also download the scoring resources from the download button in the upper right corner.

Scoring Speaking for TABE CLAS-E Online

To enter Speaking scores for Levels 1-4 into Educator Scoring, select a test session (page 41) and follow these steps.

1. To review the Speaking rubric, the supporting passage, and the scoring guide for scoring student responses, click **Scoring Resources** on the left side of the screen.

2. Click **Play** under **Question**: to listen to the student's response.

- If a Speaking item has only one part to evaluate before entering a score, you will see score buttons for selecting your score.

- If a Speaking task has a second part that must be evaluated as part of the score, you will see a **Next** button applied to the Speaking task's first part. Click **Play** to listen to the first part and **Next** to move to the second part. Then, click **Play** again to listen to the second part.
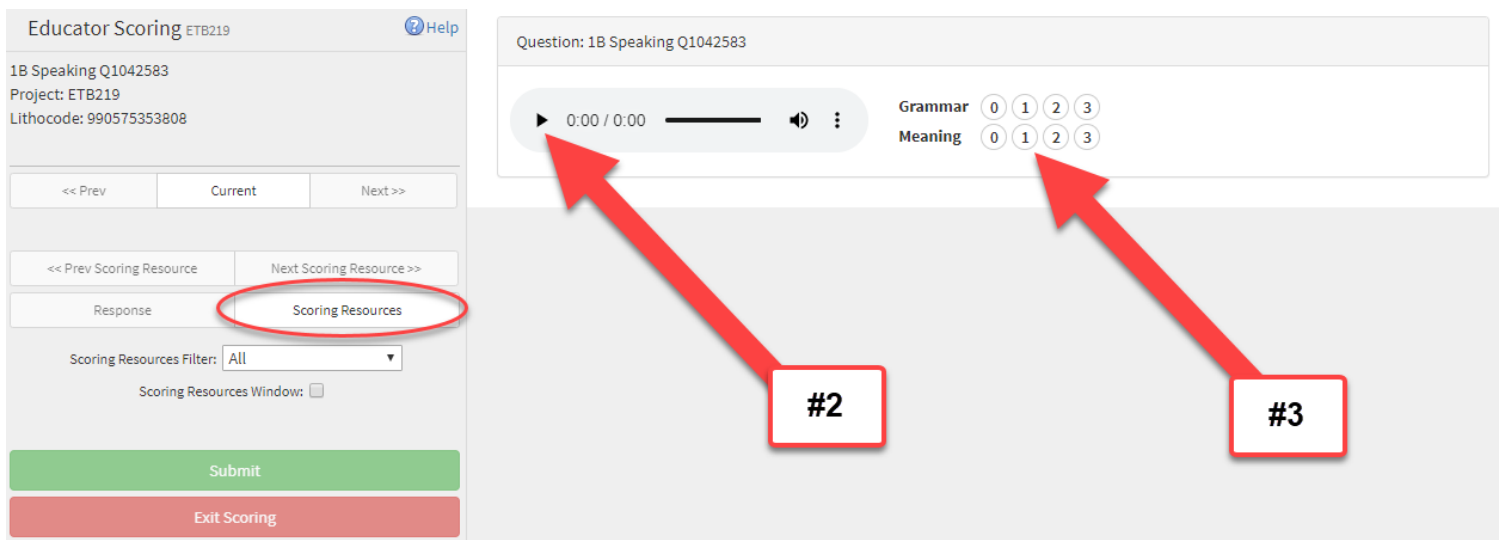
3. After you have listened to the student's response to the item, enter the score by selecting one of the score buttons on the right side of the screen. To select a different score, select a different score button.

- If a student does not respond, or does not respond in English, select **0** (zero).

- If a Speaking item has multiple parts, multiple sets of score buttons will appear.

Scoring Speaking for TABE CLAS-E Online (cont.)

4. After you have entered a score for all scorable Speaking parts, click **Submit**. If you have more responses to score, the next response will appear after you click **Submit**.

Note: You may replay any Speaking response as many times as necessary before submitting the scores for the scoring session.

5. You can click **<<Prev** to view responses and review scores that you have submitted. Click **Next>>** to move forward again.

Important: You can change scores during this review before clicking Exit Scoring.

6. To end the scoring session, click **Exit Scoring**. The system will display a prompt asking for your confirmation. Exit Scoring will only become active when you enter a score but do not click Submit.

- If you select **No**, your session pauses and you can resume the same scoring session.
- If you select **Yes**, your session ends and the scores are submitted and locked so that student reports may be produced.

Important: After you exit, Educator Scoring will <u>not</u> allow you to review your submitted responses. For more information, see "Re-scoring TABE CLAS-E" and "Exiting TABE CLAS-E Scoring" sections on subsequent pages.

Scoring Writing for TABE CLAS-E Online

To enter Writing scores for Levels 1-4 into Educator Scoring, select a test session (page 41) and follow these steps.

1. To view the Writing rubric, the supporting passage, and the scoring guide click **Scoring Resources**.

2. The question description identifies the writing item the student is responding to. Select **Supporting Passage** from the Scoring Resources Filter drop-down menu to view the complete Writing item.

3. View the student's written response. Then, select **Scoring Guide** from the Scoring Resources Filter drop-down menu and follow the steps described in the Writing Scoring Scale to score the response. You will see the item and the response on the screen.

4. To enter the score, select one of the numeric score buttons near Score on the screen.

  ▪ To select a different score, select a different numeric score button.

Note: The **<< Prev Page** and **Next Page >>** buttons are enabled if a Writing response exceeds a page, or if you are scoring an entire session. You can use these buttons and/or the **Page** drop-down menu to navigate between pages and/or students.

Scoring Writing for TABE CLAS-E Online (cont.)

5. If a Writing task has multiple parts, you will see a **Next** button after each task. You will evaluate each response and then award a single score that reflects the highest level of performance observed.

6. After you have entered all scores, click **Submit**. If you have more responses to score, the next response appears after you click **Submit**.

7. You can click **<<Prev** to view responses and review scores that you have submitted. Click **Next>>** to move forward again.

Important: You can change scores during this review before clicking Exit Scoring.

8. To end the scoring session, click **Exit Scoring**. The system will display a prompt asking for your confirmation. Exit Scoring will only become active when you enter a score but do not click Submit.

- If you select **No,** your session pauses and you can resume the same scoring session.
- If you select **Yes**, your session ends and the scores are submitted and locked so that student reports may be produced.

Important: After you exit, Educator Scoring will <u>not</u> allow you to review your submitted responses. For more information, see "Re-scoring TABE CLAS-E" and "Exiting TABE CLAS-E Scoring" sections on subsequent pages.

Re-Scoring Speaking/Writing for TABE CLAS-E Online

If you click Exit Scoring erroneously and need to re-score a specific item from your test session, please follow the steps listed here.

Note: Use this tool with caution.

1. Locate the test session that includes the item(s) you need to re-score

2. Click on the Score Reset button ( ) for that test session

3. Select the item(s) that you wish you re-score and click **Score Reset**

4. Confirm Score Reset by clicking **Reset**

Upon clicking Reset, your page will refresh with the following message (in green). Click on Show Sessions to view and score your available item(s). Return to pages 41-48 for additional guidance.

Exiting TABE CLAS-E Online Educator Scoring

When you exit or end a TABE CLAS-E Scoring session, the TABE CLAS-E Scoring page reappears with a blank Session Detail grid. The filters from the previous search remain populated.

Click **Show Sessions** to refresh the grid and display the latest information.

CHAPTER 6: MAINTAINING THE TEST CENTER

Part 10: Maintaining the Test Center

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.

- DRC recommends 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, headphones with a microphone, 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 CLAS-E Online Test Administrators. This is an extremely important function. Test Coordinators are strongly encouraged to complete TABE training sessions. Some states require that all Test Coordinators complete training. Please review your state's requirements. Once completed, the Test Coordinator is responsible for ensuring that all Test Administrators are thoroughly trained in the administration of TABE CLAS-E 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 are recommended to 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 7:
TESTING IRREGULARITIES

Part 11: 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	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 **Pause** button followed by the **Exit** button at the bottom of each computer screen. Lock the testing room upon exit if evacuating.
	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.
	For computer-based testing, when clicking the **Exit** button, the test content is removed from the screen for test security reasons. When **Exit** 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.
	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.

Interruptions or Disturbances during Testing (continued)	
System interruption	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. 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. If testing is occurring outside of TABE Help Desk support hours, release the examinee and email the details of the testing interruption to TABEHelpdesk@Datarecognitioncorp.com. A representative will contact the test center on the next business day to help resolve the issue.
Disruptive examinee	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. See also "Unplanned event or emergency interruption" above.

Interruptions or Disturbances during Testing (continued)	
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.

Administration Issues	
Examinee(s) mistakenly permitted to use unauthorized test materials	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.

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, Examiners should be monitoring examinees carefully at the beginning of testing to ensure that unauthorized items are stored. As oral directions are provided for an announcement, examiners should pause in testing activities so that examinees can store unauthorized items. Incidents involving groups of examinees using an unauthorized material should be unlikely. |
| Wrong oral directions read | 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. |

Examinee ID/Eligibility/Attendance Issues	
Unacceptable/ insufficient ID or ineligibility	Examinee identification and eligibility must be carefully verified upon check-in. Acceptable and unacceptable IDs are listed on page 18. 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.
Leaving the testing room or taking breaks	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.)

Examinee Violation of Rules	
Use of unauthorized materials	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).
	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.
Cheating	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.
Copying, reproducing, or removing test content	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.
Dismissed examinee refuses to leave the test session	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.
Examinee is hostile or poses a threat to Examiner or other examinees	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.

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
Hours: 7:00 a.m.–7:00 p.m. Central Standard Time, Monday–Friday.
Toll-free telephone: (866) 282-2250
Toll-free fax: (800) 282-0266
Email: 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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TABE CLAS–E
ONLINE

**TABE
Complete Language
Assessment System
– English**

**Online
Test Administration
Manual**

DATA RECOGNITION
DRC
CORPORATION

PILOT VERSION 2.0