

## 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 to vibrate as well as those of all testing staff during testing, if allowed by local policy.
- Step 10:** Read the directions for the subtest being administered (*TABE Test Directions for Form 11* or *TABE Test Directions for Form 12*) 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 *TABE Test 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 Test Directions for Form 11* or *TABE Test Directions for Form 12*) 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:** Ensure that the Examiner's personal cell phone, as well as those of all testing staff, is turned off during testing.

**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:
  - Name
  - Test Date
  - Student ID

**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 label with "DO NOT USE."

**Step 25:** Access On-Demand Reports to view test results.