

Online TABE Desk Aid

Administering the online Test of Adult Basic Education (TABE) involves several steps:

1. Log In
2. Set up the test session
3. Add customers (students) to the test session
4. Print test tickets
5. Administer the test
6. Review results

Log In

The online TABE is hosted on the Data Recognition Corporation Insight Portal (DRC). Contractor management designates a representative to update users in the system. Once you have been given access to the system you will receive an email directing you to log in and change your password.

To log in to the system access the website at: <https://www.drctdirect.com>.

1. Enter your Username (email address) and Password.
2. Click Log In. The DRC Insight TABE screen displays. Use the 'My Applications' selection on the top of the screen to perform all steps to administer the TABE.

Set Up a New Test Session

1. Click **My Applications** at the top of the screen. A drop-down menu displays.
2. Click **Test Management**. The **Test Management** screen displays.
3. Click **Manage Test Sessions**. The **Test Sessions** screen displays. Some fields will be populated, based on your contractor and office. Enter the required fields.
4. Select the office name from the **School** dropdown menu. Note: This may be populated for you.
5. Scroll down to click **Add Session**.
6. Enter **Session Name**, for example, "March Survey 11," "March Survey 12"
7. Click on the test name to select the appropriate **Test**, i.e. TABE 11, TABE 12.
Note: Use alternate forms when pre- and post-testing.
8. In the **Content** box click the box next to **Auto Locator**. This automatically administers the Locator test and administers the appropriate level for each test, i.e. Reading, Mathematics, and Language. This ensures testers are taking the correct level of each test.
9. Enter the **Begin** and **End Dates**. **New Student** and **Find Student** buttons display in the middle of the screen.

Note: A test can be set up once for the period you want to track, i.e. week, month, year; for a specific project; or for a specific employer. Once it's set up, anyone can add customers to the test session. You can also set up/schedule sessions in advance to begin and end at designated times. Check with your supervisor to find out what the process is for your office.

10. Add at least one student:

Before you add customers to the system, do a search to ensure they aren't already registered.

1. Click **Find Students**. The list of registered customers displays in the **Available Students** window. Double-click on the customer's name to edit their information and accommodation requirements.
2. Click on the customer name then click the right pointing arrow to move the customer to the **Students in Session** window.
3. Click **Save**.

To add a new student:

1. Click on the **New Student** button.
2. Enter the required fields:
 - Last Name
 - First Name
 - Administration (filled)
 - District (filled)
 - School (filled based on school chosen above)
 - Date of Birth
 - Grade (filled)
 - Gender
 - School ID – Enter the customer's TWIST ID or Social Security Number
3. **Save**.

Note: Once the record is saved you can update the accommodations the student needs to take the assessment.

11. Save the test session. A green bar displays at the top of the screen with the name of your session "Created Successfully" and the **Session Detail** window displays. From here you can edit the session, export details, copy the session, edit and print test tickets, and delete the session.

Add Additional Students to the Test Session

1. Click **My Applications** at the top of the screen. A drop-down menu displays.
2. Click **Test Management**. The **Test Management** screen displays.
3. Click **Manage Test Sessions**. The **Test Sessions** screen displays. Select the office name from the **School** dropdown list.
4. Click **Show Sessions**. All scheduled **Test Sessions** for the office displays in the **Session Detail** window.
5. Click on the **View/Edit** icon to the right of the session to which you want to add students. The **Edit Test Session** window displays. 
6. Enter information in the appropriate fields to **Search for Available Students** or leave blank to return a list of all customers for the office.
7. Click **Find Students**.
8. The list of registered customers displays in the **Available Students** window.

9. Click on the customer name then click the right pointing arrow to move the customer to the **Students in Session** window.
10. Save.

Print Test Tickets

The **Test Ticket** provides customers the information they need to login to the TABE Online system and take the test. Print the **Test Ticket** for the customer when (s)he arrives to take the test. Go to the **Session Detail** screen:

1. Click **My Applications** at the top of the screen. A drop-down menu displays.
2. Click **Test Management**. The **Test Management** screen displays.
3. Click **Manage Test Sessions**. The **Test Sessions** screen displays.
4. Click Show Sessions.
5. Click on the assessment for which the customer is registered. The **Session Detail** screen displays.
1. Click the **Edit/Print Ticket Status** icon. The **Print Test Ticket** window displays. Click the **Print All Tickets** icon to print tickets for all customers in the session.
2. Select the customer(s) by clicking on the box in the Select column on the left.
3. Click **Print Selected**. Your printer options window displays. Select appropriate options and print.



Note: When printing for all students, tickets will print on one page and must be cut to give to each customer.

Administer the Test

The TABE test must be proctored by Workforce Solutions staff. The proctor is the person who supervises the testing location to be certain students have an opportunity to successfully log into the test session and complete their assigned test. If you have students in your testing group who require special testing accommodations, the nature of the accommodation should be indicated on your summary test ticket and should be prepared in advance of the test session.

Before the test:

- On computers to be used for testing, open the **TABE** icon to the participant log-on screen.
- Print all **Test Tickets** and retrieve the **Test Access Code** if you chose not to print it on participant's **Test Ticket**.
- You may provide calculators for all participants for the **Applied Mathematics** portion only.
- Provide two sheets of scratch paper per participant and pens or pencils. When participants finish the test, collect used and un-used scratch paper and shred it to protect the validity of the test.
- Remain in the room or easily accessible for participants who need assistance.

To administer the TABE:

1. From the desk top, double click on the **TABE Online Assessment** icon. The **Log on** screen displays.
2. Instruct customers to enter their Login ID, Password, and Test Access Code from the **Test Ticket**.
3. The Welcome screen displays the customer's name and **Tests Assigned**. Have the customers verify their information.
4. Instruct customers to follow the on-screen instructions to complete the assessment.

Tips:

- Guide the customer through the first practice question and using the tools available throughout the test.
- Upon completion of the test, there's an option to go back and review the answers before clicking **Submit**.
- To complete each test click **Submit**. The **Tests Assigned** screen displays. Instruct customers to complete each test until all are complete.
Note: Unfinished tests are underlined.

Review Results

Once the TABE is completed review and/or print the participant's results.

Note: Follow your office process to share/save the customer's information.

1. Click **My Applications** at the top of the screen. A drop-down menu displays.
2. Click **Report Delivery**. The **Report Delivery** screen displays.
3. Click **On-Demand Reports**.
4. Select the office name from the **School** dropdown menu. Click **Find Students**.
5. Select **Individual Portfolio 11/12** from the **Report** dropdown menu.
6. Click **Find Students**. Customer names are listed in the **Students** window.
7. Select the customer by clicking the box to the left.
8. Click **Open Selected**. The customer's **Individual Portfolio** displays as a .pdf file.
Note: You can also select the .pdf icon to the right of the customer's name to open the report.
9. Upload a copy to DocuWare using the label, 'Assessment' when necessary.
10. Record scores in TWIST on the Assessment menu option.