



# **DRC INSIGHT**

## **TABE<sup>®</sup> 11&12 Online Remote Proctoring**

# Outline/Agenda



- Review TABE Online
- Compare in-person vs remote testing differences
- Discuss details of Web Conferencing for remote proctoring
- Understand Test Proctor roles during testing
- Review TABE Reporting
- Overview of pending release of ProctorU option for TABE
- Local Testing Discussion
- Questions

# TABE Online Review



- MY APPLICATIONS
  - PARTICIPANT PREPARATION
    - Student Management
    - Student Group Management
    - Teacher Management
    - User Management
  - TEST PREPARATION
    - Test Management
  - POST-TEST ACTIONS
    - Student Management
  - SCORING AND REPORTING
    - Local Scanning
    - Report Delivery
  - GENERAL INFORMATION
    - General Information
  - TECHNOLOGY SETUP
    - Central Office
  - LICENSE MANAGEMENT
    - License Dashboard

# User Management



- Adding a User
- Permissions
- Inactivating a User

# Adding a User



### User Administration

\* Indicates required fields

First Name  \* Middle Initial  Last Name  \*

Email Address  \*

Administration  \* User Role  \*

District  \* School  \*

Permission-set

**Tip: When you select a permission, its description will display below the list**

Available Permissions	Assigned Permissions
Administrator	Documents - View
Online Testing - Secured Resources	Generate On-Demand Extract
Test Setup - Device Toolkit	Generate On-Demand Roster
Test Tickets - Invalidate/Validate	Local Scanning
Test Tickets - Unlock	Student Groups - Add/Edit
	Student Groups - Search/View
	Student Groups - Upload
	Students - Add/Edit
	Students - Download Students
	Students - Search/View
	Students - Upload

*To see the description, select a permission*

# Manage Students—Add



## Add Student

[+ Instructions](#)

\* Indicates required fields

Last Name  \* First Name  \* Middle Initial  Student ID

Student Detail | Accommodations | Demographics | Student Groups | Testing Codes

Administration  \* District  \* School  \*  
Date of Birth  \* Grade  \* Gender

(mm/dd/yyyy)

Save

Save & Add Another

Cancel

# Accommodations—Online Only



## Edit Student

[+ Instructions](#)

\* Indicates required fields

Last Name  \*     
 First Name  \*     
 Middle Initial      
 Student ID

- Student Detail
- Accommodations
- Demographics
- Student Groups
- Testing Codes
- Test Sessions

Accommodations									
Type	Accommodation	TABE 11	TABE 12	Locator 11 & 12	Complete Battery 9	Complete Battery 10	Survey 9	Survey 10	Locator
Online	Session Extension 1.25 Times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Online	Session Extension 1.5 Times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Session Extension 2.0 Times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Untimed Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Text-to-Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

# Test Management



- Test Times
- Session Scheduling
- Adding a Test Session
  - Auto-locator—pre-testing
  - Post-testing
  - No locator—pre-testing
- Editing—Add/Remove Students
- Printing Test Tickets and Rosters
- Unlocking
- Ending Incomplete Tests
- Test Session Status Summary



# TABE 11&12: Testing Time



## TABE 11&12 Maximum Allowable Testing Times

### Math

Level	Part 1 Testing Times	Part 2 Testing Times
E	65 minutes	
M	55 minutes	10 minutes
D	35 minutes	30 minutes
A	30 minutes	35 minutes

### Reading

Level	Part 1 Testing Times	Part 2 Testing Times
E	50 minutes	50 minutes
M	50 minutes	50 minutes
D	50 minutes	50 minutes
A	50 minutes	50 minutes

### Language

Level	Testing Times
E	55 minutes
M	55 minutes
D	55 minutes
A	55 minutes

### Locator Test

Subtest	Testing Times
Reading	35 minutes
Language	20 minutes
Math	10 minutes (Part 1)    10 minutes (Part 2)

# Sample Test Session - Pre-Test Auto-Locator



### Add Test Sessions

Testing Window: 06/02/2017 - 03/09/2018

[Instructions](#)

\* Indicates required fields

Session Name:  \*      Teacher:

Test:

Content:  Auto-Locator  
 Reading  
 Mathematics  
 Language

Level:  TABE 11 Reading with Auto-Locator  
 TABE 11 Mathematics with Auto-Locator  
 TABE 11 Language with Auto-Locator

Begin Date:  \*      End Date:  \*      Mode:  \*

Search for Available Students

Student Last Name: <input type="text"/>	Student First Name: <input type="text"/>	Student ID: <input type="text"/>	Grade: <input type="text" value="Adult"/>
Demographic: <input type="text" value="(All)"/>	Accommodation: <input type="text" value="(All)"/>	Teacher: <input type="text" value="(All)"/>	Student Group: <input type="text" value="(All)"/>

Available Students: \_\_\_\_\_      Students in Session: \_\_\_\_\_

# Sample Test Session - Pre-Test Auto-Locator



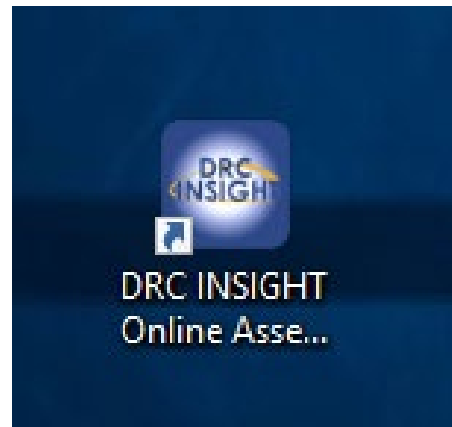
Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SALES - TABE TRAINING	SALES - TABE TRAINING	Locator Training	Locator 11 & 12	Not Started	3/31/2020	12/31/2020	
<input type="checkbox"/>	SALES - TABE TRAINING	SALES - TABE TRAINING	TABE 11 Pre Test Oct-Nov R/M/L Auto Loc	TABE 11	Not Started	10/1/2020	11/30/2020	
<input type="checkbox"/>	SALES - TABE TRAINING	SALES - TABE TRAINING	TABE 12 Post Reading M Math M	TABE 12	Not Started	3/31/2020	12/31/2020	
<input type="checkbox"/>	SALES - TABE TRAINING	SALES - TABE TRAINING	St Sabina TABE 11 Remote Math M	TABE 11	Not Started	5/1/2020	9/30/2020	
<input type="checkbox"/>	SALES - TABE TRAINING	SALES - TABE TRAINING	Hays County TABE 12 Pre Test R/M/L Auto Loc	TABE 12	Not Started	5/1/2020	10/1/2020	
<input type="checkbox"/>	SALES - TABE TRAINING	SALES - TABE TRAINING	VT Pre TABE 12 Remote Math Auto Loc	TABE 12	Not Started	4/1/2020	7/31/2020	
<input type="checkbox"/>	SALES - TABE TRAINING	SALES - TABE TRAINING	TABE 12 Pre	TABE 12	Not Started			

# Student Test Ticket



<p style="text-align: center;"><b>TABE Online Test Ticket TABE 11</b></p> <p><b>John Jonz</b> Student ID:</p> <p><b>Username: JJONZ1 Password: PLOW7358</b></p>	<p style="text-align: center;"><b>TABE Online Test Ticket TABE 11</b></p> <p><b>Mahre Jonze</b> Student ID:</p> <p><b>Username: MJONZE1 Password: DONE6119</b></p>
<p style="text-align: center;"><b>TABE Online Test Ticket TABE 11</b></p> <p><b>Jones Joseph</b> Student ID: 1245890</p> <p><b>Username: JJOSEPH1 Password: DIME6024</b></p>	<p style="text-align: center;"><b>TABE Online Test Ticket TABE 11</b></p> <p><b>Kelly Lawson</b> Student ID:</p> <p><b>Username: KLAWSO1 Password: MINE7634</b></p>

# Desktop Icon





# Individual Profile Report



**Individual Profile: Connor, Michael**

Report Criteria									
ID:					State:				
Test Name:	TABE 11 ALL				District:	SAMPLE ADULT TEST CENTER			
Report:	ALL				School:	ADULT EDUCATION SCHOOL			
Report Date:	10-21-2019								

Test Results	Test Date	Level	Number of Points		Items Attempted	Scale Score	SEM	NRS Level	MSG
			Total	Obtained					
Reading	06/24/2019	E	44	33	40	518	17	3	N
Mathematics	06/24/2019	E	35	27	35	508	17	3	N
Language	06/24/2019	E	42	32	35	518	19	3	N

If a student scores more than one NRS level above the targeted level, then a (+) sign will appear next to the scale score and their score will be set to the highest possible scale score, which is one above the targeted level. In this case, students may want to test with a higher TABE test in order to better assess their ability.

Scale scores with a minus (-) sign next to them are indicators that the student performed at the lower end of the performance range of that level of TABE and the student will likely need to have extended instruction to be ready to demonstrate an NRS Gain on a post test.

The Measurable Skills Gain (MSG) is designed to measure interim progress made by students during an academic year. N denotes the student either did not have enough data to measure a gain or did not receive a gain; and Y denotes the student received an MSG in the academic year.

Performance on Domains	Number of Items	Number of Points		Performance Category		
		Total	Obtained	Non-Proficiency	Partial Proficiency	Proficiency
<b>Reading</b>						
Reading Foundational Skills	5	5	3		✓	
Key Ideas and Details	15	16	12		✓	
Craft and Structure	13	14	12			✓
Integration of Knowledge and Ideas	7	9	6		✓	
<b>Mathematics</b>						
Measurement and Data	10	10	7		✓	
Numbers and Operations - Fractions	5	5	4		✓	
Numbers and Operations - Base Ten	9	9	7		✓	
Operations and Algebraic Thinking	7	7	6		✓	
Geometry	4	4	3		✓	
<b>Language</b>						
Conventions of Standard English	19	21	18		✓	
Vocabulary Acquisition and Use	7	8	5		✓	
Text Types and Purposes	9	13	9		✓	

Some levels may have too few items within the domain to show proficiency.

# Pages 2 & 3 of Individual Profile Report



Individual Profile: Connor, Michael				
Report Criteria				
ID:		State:		
Test Name: TABE 11 ALL		District: SAMPLE ADULT TEST CENTER		
Report: ALL		School: ADULT EDUCATION SCHOOL		
Report Date: 10-21-2019				
FORM	DOMAIN	PERFORMANCE	DEMONSTRATED SKILLS	AREAS FOR NEXT FOCUS
E	<b>Reading</b>			
	Reading Foundational Skills	Partial Proficiency	<ul style="list-style-type: none"> <li>Determine the meaning of common affixes</li> <li>Distinguish between vowel sounds</li> <li>Determine word meaning based on suffix</li> <li>Decode multisyllable words</li> </ul>	<ul style="list-style-type: none"> <li>Distinguish between vowel sounds of words embedded in a sentence</li> <li>Distinguish between vowel sounds of words with similar structure</li> </ul>
	Key Ideas and Details	Partial Proficiency	<ul style="list-style-type: none"> <li>Respond to inferential questions about key details</li> <li>Respond to basic questions about key details in a moderately complex text</li> <li>Recount key details of a moderately complex text without requiring inference</li> <li>Support an explicit main idea with evidence from the text</li> <li>Determine the main idea in a moderately complex text</li> <li>Describe the connection between ideas in a moderately complex text</li> </ul>	<ul style="list-style-type: none"> <li>Make an inference about details</li> <li>Use evidence to support the determination of a main idea</li> <li>Recount key details of a very complex text without requiring inference</li> <li>Explain the connection between ideas in a very complex text</li> <li>Use evidence to explain the connections between ideas</li> </ul>
	Craft and Structure	Proficiency	<ul style="list-style-type: none"> <li>Use text features to locate details in very complex texts</li> <li>Identify the author's point of view in a very complex text</li> <li>Identify the author's opinion regarding a topic</li> <li>Use evidence to support the author's opinion</li> <li>Use evidence to support the author's purpose</li> </ul>	<ul style="list-style-type: none"> <li>Describe the structure of multiple paragraphs of a moderately complex text</li> <li>Describe the structure of a section of very complex text</li> <li>Describe the structure of a very complex text</li> <li>Use evidence to support comparisons of the structure of moderately to very complex texts</li> <li>Use evidence to support the comparison of points of view across multiple texts on the same topic</li> </ul>
	Integration of Knowledge and Ideas	Partial Proficiency	<ul style="list-style-type: none"> <li>Use graphics to support understanding of a moderately complex text</li> <li>Use evidence in a moderately complex text to support reasons</li> </ul>	<ul style="list-style-type: none"> <li>Use graphics to support understanding of a very complex text</li> <li>Use evidence in a very complex text to support reasons</li> <li>Use multiple pieces of evidence to support reasons</li> </ul>
E	<b>Mathematics</b>			
	Measurement and Data	Partial Proficiency	<ul style="list-style-type: none"> <li>Estimate the length of an object before measuring the object</li> <li>Identify and create squares and rectangles with given areas or perimeters</li> <li>Solve problems involving addition and subtraction of time intervals, especially working backward from a given end time</li> </ul>	<ul style="list-style-type: none"> <li>Measure objects in different units (with fractional lengths) and compare these measurements</li> <li>Identify and create squares and rectangles with the same areas and different perimeters</li> <li>Use bar graphs with different scales to solve problems involving multiple categories</li> </ul>

# TABE Remote Testing

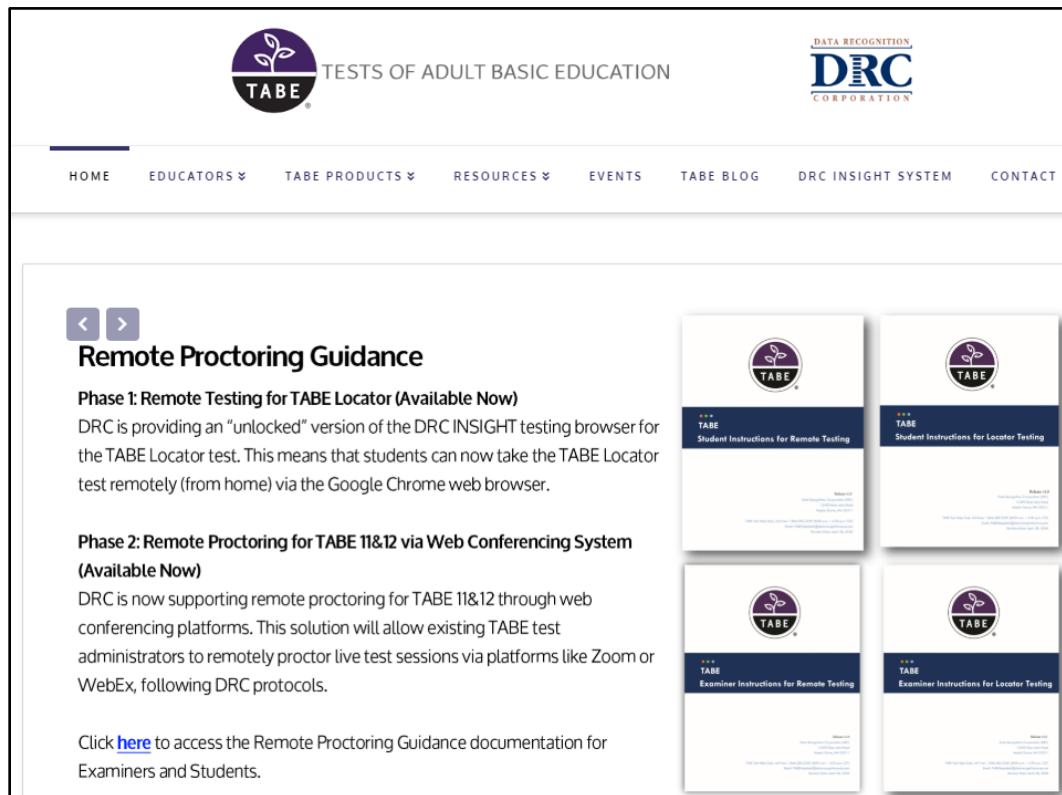


- Phase 1: TABE Locator Test, non-proctored
  - Available now
  
- Phase 2: TABE 11&12 and TABE CLAS-E, and TABE 9&10 proctored via web conferencing platforms
  - Available now
  
- Phase 3: Remote proctoring via ProctorU
  - Availability starting late Summer



# Remote Testing

- Designed for existing TABE Online users. New users are encouraged to review the full TABE Online trainings prior to starting remote testing.



The screenshot displays the TABE website's "Remote Proctoring Guidance" page. The header includes the TABE logo and "TESTS OF ADULT BASIC EDUCATION" text, alongside the DRC logo and "DATA RECOGNITION CORPORATION". A navigation menu lists: HOME, EDUCATORS, TABE PRODUCTS, RESOURCES, EVENTS, TABE BLOG, DRC INSIGHT SYSTEM, and CONTACT US. The main content area features a "Remote Proctoring Guidance" section with two phases:

- Phase 1: Remote Testing for TABE Locator (Available Now)**  
DRC is providing an "unlocked" version of the DRC INSIGHT testing browser for the TABE Locator test. This means that students can now take the TABE Locator test remotely (from home) via the Google Chrome web browser.
- Phase 2: Remote Proctoring for TABE 11&12 via Web Conferencing System (Available Now)**  
DRC is now supporting remote proctoring for TABE 11&12 through web conferencing platforms. This solution will allow existing TABE test administrators to remotely proctor live test sessions via platforms like Zoom or WebEx, following DRC protocols.

At the bottom of the text, it says: "Click [here](#) to access the Remote Proctoring Guidance documentation for Examiners and Students."

On the right side of the page, there are four document thumbnails, each with the TABE logo and a title:

- 1. TABE Student Instructions for Remote Testing
- 2. TABE Student Instructions for Locator Testing
- 3. TABE Examiner Instructions for Remote Testing
- 4. TABE Examiner Instructions for Locator Testing



# Process for Remote Proctor Testing



  
**TABE**

## Examiner Instructions for Remote Testing

**Release v1.0**

Data Recognition Corporation  
(DRC) 13490 Bass Lake Road  
Maple Grove, MN 55311

TABE Test Help Desk, toll-free: 1.866.282.2250 (8:00 a.m. – 4:30 p.m. CST)  
Email: [TABEhelpdesk@datarognitioncorp.com](mailto:TABEhelpdesk@datarognitioncorp.com)  
Revision Date: April 28, 2020



  
**TABE**

## Student Instructions for Remote Testing

**Release v1.0**

Data Recognition Corporation (DRC)  
13490 Bass Lake Road  
Maple Grove, MN 55311

TABE Test Help Desk, toll-free: 1.866.282.2250 (8:00 a.m. – 4:30 p.m. CST)  
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Revision Date: April 28, 2020

# Process for Remote Proctor Testing



## Remote Testing Tips

- WE HIGHLY RECOMMEND THAT YOU SIMULATE A REMOTE TEST SESSION WITH YOUR WORK COLLEAGUES BEFORE ATTEMPTING TO ADMINISTER AND PROCTOR TABE WITH STUDENTS.
- You may want to schedule an Orientation Web Meeting with your students, a few days before their actual remote test web session, to go through the Online Tools Training and expose them to the web meeting software. This will allow you to uncover any system issues they may have and answer student questions prior to their actual test day.
- Create a document to stay organized during testing. Include:
  - Meeting details: meeting link, date, start time and stop time
  - Student details: name, email, test login credentials, private room #
  - Record any unusual events that occurred during testing
- Provide test link and login credentials during your Web Meeting, not before
- Only include students who are taking the same form and level of the TABE test in the same Web Meeting. This will allow you to give the same test directions to the whole group.
- Assign students to individual private rooms. Add the student's room number, and the number of sheets of scratch paper on your document.

## Managing Your Web Meeting

Students may find remote testing stressful and/or disorienting. After a brief introduction, it helps to let them know what to expect, as they go through the experience.

### In the Main Meeting:

- Let the students know that you will have to leave the Main Meeting to work with students individually in their private rooms. Tell the group that you will be watching, and that you will return to the main meeting after each student has been checked in.
- Let the students know that they cannot stand or leave the room during the Web Meeting
- Explain how to use the chat, or "raise their hand" in the software, to get your attention if they have questions.
- Watch for suspicious activity, such as students moving outside of the camera frame, cellphone glow, and reflections in mirrors or glasses.
- Explain how students should let you know when they have finished their tests, and how they will be dismissed from the Web Meeting. Ask them to destroy the scratch paper they used during testing.

### In the Private Rooms:

1. Invite students, one at a time, to meet with you in their private room.
2. Validate the student's identification according to the requirements of your program. This may include capturing the number from the student's government issued ID card as they hold it up to the camera and/or confirming the correct spelling of the student's name and other details.

# Process for Remote Proctor Testing



## ■ General Examiner Guidelines

- Practice, Practice, Practice
- State approval for Remote Proctoring needed for WIOA-funded providers
- Examiner needs to be familiar and trained in using TABE Online
- Examiner needs to use a supported web conferencing platform (Zoom, WebEx, Google Meet, Microsoft Teams, Skype, GoToMeeting, Blackboard Collaborate) and be trained in the use of the system
- Must have computer audio and webcam capabilities (examiner and student)
- Remote Proctoring limited to five students in one web conferencing session

# Remote Proctor Testing FAQ



- TABE Online account needed
- Google Chrome browser required
- Web conferencing system provided by local program
- No cell phones
- Web cams required
- Practice needed prior to starting
- Small groups of five or fewer students testing at one time
- If the Internet goes down for students, TABE Online will bookmark the progress
- Proctors can end a student's test by logging in as the student
- Programs should plan for students taking one test per webinar session
- Reports available after students complete each test through TABE Online Portal



# TABE 11&12 Resource Materials



- TABE DRC INSIGHT Portal – General Information – Documents
  - DRC INSIGHT Documentation
  - TABE Online Training Videos
  - TABE 11&12 Scoring Guide
  - Test Administration Manual
  - Test Directions
  
- TABETest.com
  - Full Remote Proctoring Guidelines
  - Sample Practice Items
  - Objective Structure
  - Test Blueprints
  - Online Tools Training
  - Accommodation Guidelines

# Florida Resources



## IPDAE – TABE Online Assistance Center

<https://www.floridaipdae.org/index.cfm?fuseaction=tabeac.tabeac>

**FSC-Jacksonville** - Cara Jenkins 904-713-4540 [Carla.jenkins@fscj.edu](mailto:Carla.jenkins@fscj.edu)

<https://fscj.instructuremedia.com/embed/29095df8-3ced-4f3e-b1ea-b69c3c8a4a94>

# DRC Product Support



**Support Hours: 7 AM to 7 PM CST**

**Product Support Phone: 866.282.2250**

**Email: [tabehelpdesk@datarecognitioncorp.com](mailto:tabehelpdesk@datarecognitioncorp.com)**



# Thank You!



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TABETest.com