DRC INSIGHT
Tests of Adult Basic Education (TABE®)
Forms 11&12
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.
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
DRC Product Support

Support Hours: 7 AM to 7 PM CST

Product Support Phone: 866.282.2250

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