

TABE TRAINING

1

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INTRODUCTION

This section gives you an introductory overview of the Test of Adult Basic Education (TABE) test.

Introduction to TABE

- o TABE – Test of Adult Basic Education
- o Approved test for Adult Education classes
- o Three tests
- o Five test levels
- o Two versions
- o Online and paper-pencil version

Introduction to TABE

- TABE® 11&12 is a renowned, academic-based, nationwide assessment that provides valid and reliable measurement of the skills that adults need to succeed, both on the job and in life. Available in both paper-pencil and online formats, TABE 11&12 is aligned with College and Career Readiness (CCR) standards and complies with today's rigorous Workforce Innovation and Opportunity Act (WIOA) regulations.
- There are three tests:
 - Reading
 - Mathematics
 - Language

Introduction to TABE

o **Reading Domains:**

- o Reading Foundational Skills
- o Key Ideas and Details
- o Craft and Structure
- o Integration of Knowledge and Ideas

o **Language Domains:**

- o Conventions of Standard English
- o Knowledge of Language
- o Vocabulary Acquisition and Use
- o Text Types and Purposes

Introduction to TABE

o Mathematics Domains:

- o Measurement and Data
- o Number and Operations —Fractions
- o Number and Operations in Base Ten
- o Operations and Algebraic Thinking
- o Geometry
- o Expressions and Equations
- o Ratios and Proportional Relationships
- o Statistics and Probability
- o The Number System
- o Functions
- o Algebra
- o Number in Quantity

Practice Tests, Blueprints, & Domains

- o The TABE 11&12 tests are secure, reliable, and valid assessments used to assess the achievement of examinees on core content areas taught and assessed as part of Adult Basic Education programs nationwide. The TABE test is aligned to the national College and Career Readiness Standards for Adult Education for the three core subject areas: Reading, Mathematics, and Language. Descriptions of these three subjects are provided in this document: [Domain Structure](#)

- o TABE has printable practice tests for each subject and each level.

[Sample Practice Items](#)

- o TABE also provides blue prints for each test and each level. The blueprints depict the Standard, the Standard Description, College and Career Readiness Level and TABE Emphasis Level. [TABE Blueprints](#)

Skills Crosswalks



TABE 11/12 Skills Crosswalk LEVEL D | Mathematics



Domain **GEOMETRY**

Level D

Old Skill Description	New Skill Description	Standard	Standard Description
Find area, volume, surface area of figures	Plot points and draw polygons with integer coordinates in the coordinate plane	7.G.1	Solve problems involving scale drawings of geometric figures, including computing actual lengths and areas from a scale drawing and reproducing a scale drawing at a different scale.
Find area, volume, surface area of figures	Use the formulas for the area and circumference of circles to solve problems	7.G.4	Know the formulas for the area and circumference of a circle and use them to solve problems; give an informal derivation of the relationship between the circumference and area of a circle.
Find area, volume, surface area of figures	Solve problems involving adding and subtracting areas of rectangles	7.G.6	Solve real-world and mathematical problems involving area, volume and surface area of two- and three-dimensional objects composed of triangles, quadrilaterals, polygons, cubes, and right prisms.
Find area, volume, surface area of figures	Solve problems involving adding and subtracting areas of rectangles with fractional side lengths	7.G.6	Solve real-world and mathematical problems involving area, volume and surface area of two- and three-dimensional objects composed of triangles, quadrilaterals, polygons, cubes, and right prisms.
Understand transformations between figures	Explore the effects of simple transformations (90 or 180 degree rotations, reflections, and translations) on common plane figures	8.G.2	Understand that a two-dimensional figure is congruent to another if the second can be obtained from the first by a sequence of rotations, reflections, and translations; given two congruent . . .
Understand transformations between figures	Explore the effects of simple series of transformations on common figures on and off the coordinate plane	8.G.4	Understand that a two-dimensional figure is similar to another if the second can be obtained from the first by a sequence of rotations, reflections, translations, and dilations; given . . .
Identify and measure angles	Write and solve simple, single-step equations to find unknown angle measures in given diagrams	7.G.5	Use facts about supplementary, complementary, vertical, and adjacent angles in a multi-step problem to write and solve simple equations for an unknown angle in a figure.

- o The Skills Crosswalks gives details as to the content in each level test for each subject.
- o You can view the crosswalks [here](#)

Tests

- o **There are five levels of the TABE test:**
 - o L – Literacy
 - o Not used by Gwinnett Tech. If a student scores within this level, he/she is referred to partner agencies.
 - o E – Entry
 - o M – Medium
 - o D – Difficult
 - o A – Advanced

Tests

- There are three tests: Reading, Mathematics, and Language.
- The Reading is broken into 2 parts.
- The Math is also broken into two parts depending on the test level.
- Math Part 2 - students can utilize a calculator. Level E only has one part. All other levels have 2 parts.
- The tests come in computer version and paper-pencil version.

Tests

Test Levels	Content Level (Grade Equivalent)	Test Version	Tests	Time Limits	
E – Entry	2-3	11 12	Reading Part 1	50 minutes	
			Reading Part 2	50 minutes	
M – Medium	4-6		Mathematics	Part 1	Part 2
			E	65 minutes	
D – Difficult	6-8		M	55 mins	10 mins
			D	35 mins	30 mins
A - Advance	9-12		A	30 mins	35 mins
			Language	55 minutes	

Tests -Items

Level	EBSR	TE	# of ?s	Total	Passages
Math (Calculator & Non-Calculator Parts)					
E		0	35	40	
M		4	35	40	
D		2	35	40	
A		4	35	40	
Reading (Part 1 & Part 2)					
E	3	2	35	40	7
M	7	0	40	47	8
D	9	1	40	47	9
A	15	1	40	47	9
Language					
E		7	30	35	2
M		4	35	40	3
D		5	35	40	6
A		8	35	40	4

- Total includes sample questions.
- EBSR = Evidence-based Selected Response
 - Combines a traditional selected-response question with a second selected-response question that asks students to show evidence from the text that supports the answer they provided to the first question.
- TE = Technology Enhanced
 - These include drag-and-drop and multiple select.

Tests

o Locator Test

- o Used to determine test levels.
- o Given during a student's initial testing also known as a pre-test.
- o It is a sampling of questions in which the points of correct answers determine the student's test level.

Recommended TABE Locator Test Cut-Scores			
Reading	Mathematics	Language	TABE Level to Administer
0 – 5*	0 – 5*	0 – 5*	E
6 – 11	6 – 9	6 – 10	M
12 – 15	10 – 12	11 – 13	D
16+	13+	14+	A

* For scores achieved below this score point, consider administering TABE Level L.

Locator Test Times

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



Tests

o Test Versions

- o There are two version to the test.
- o Currently we are using version 11 & 12.
- o Students alternate between versions.
- o Most students are pre-tested on version 11. Once they receive 30/40 hours and are ready to post test, they take the alternate version, version 12.
- o Students alternate between the two versions every 30/40 hours until they leave the program.

Post-Testing

- Students take a pre-test at entry into the program. After 30/40 hours, students take a post-test. Test level & version varies from pre-test to post-test. Use the chart below to guide how to assign post-tests to students.

Pre-Test Version	Pre-Test Level	Pre-Test NRS Level (found on test score)	Post-Test Version	Post-Test Level
11	E	3	11 or 12	M
	M	4		D
	D	5		A
	A	n/a	12	A
12	E	3	11 or 12	M
	M	4		D
	D	5		A
	A	n/a	11	A

- Post-Test Version can be TABE 11 or 12 because you are changing the student's test level.
- Yes, GALIS will take a TABE 11 pre-test and a TABE 11 post-test only if the test level changes.

Once a student get a NRS Level of 6 which can only be achieved on the A test, he/she should no longer be tested in that area. Student is ready for GED.

Post-Testing

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11	E	3	11 or 12	M
	M	4		D
	D	5		A
	A	n/a	12	A
12	E	3	11 or 12	M
	M	4		D
	D	5		A
	A	n/a	11	A

If a student receives a pre-test OR (Out of Range) score, he/she should be re-tested on the level below. For example, Mary gets TABE 11M for Reading. Her scores is OR. She should be retested on the E test.

Once a student get a NRS Level of 6 which can only be achieved on the A test, he/she should no longer be tested in that area. Student is ready for GED.

Out of Range Scores

- **Pre-Test:** If a student receives an OR (Out of Range) score, he/she should be re-tested on the level below. For example, Mary gets TABE 11M for Reading. Her scores is OR. She should be retested on the E test.

Pre-Test Version	Pre-Test Level	Pre-Test NRS Level (found on test score)	Re-Test Level
11	E	OR	L*
	M		E
	D		M
	A		D
12	E	OR	L*
	M		E
	D		M
	A		D

*Level L tests are not administered at Gwinnett Tech. Students who requires an L level test are referred to partner agencies.

- **Post-Test:** If a student receives an OR score, encourage the student to study and re-test student at a later date.

Online Testing

- o DRC INSIGHT empowers students to test online with its intuitive, easy-to-use interface, numerous accessibility tools, and accommodations that increase access for all learners.
- o **Full Suite of Accessibility and Accommodation Tools for TABE Online**
 - o Line Guide
 - o Highlighter
 - o Answer Eliminator
 - o Magnifier/Zoom
 - o Digital Notepad
 - o Calculators
 - o Color Overlaps
 - o Contrasting Colors
 - o Reverse Contrast
 - o Masking
 - o Text-to-Speech
 - o Online Large Print
 - o Measurement Tools
 - o Reference Materials

DRC Online Portal

Overview

DRC INSIGHT

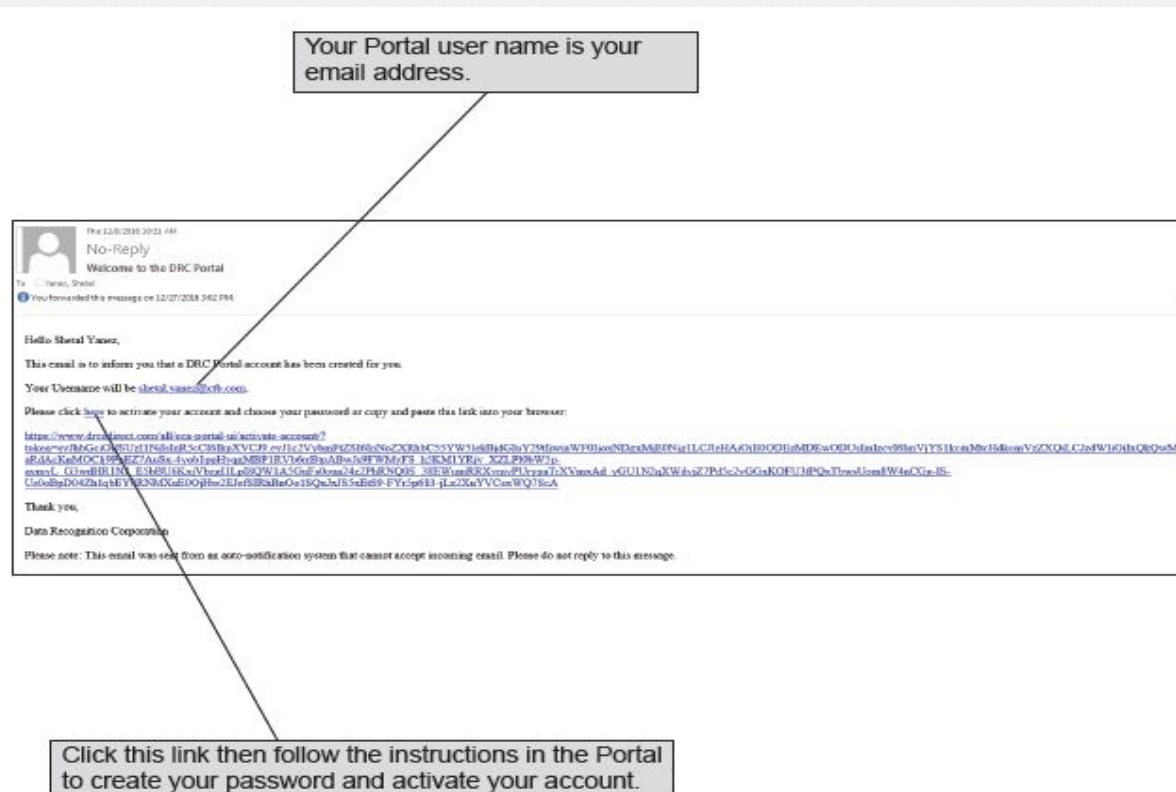
- TABE® Online is powered by DRC INSIGHT™. DRC INSIGHT is a secure, web-based platform that delivers educational assessments to nearly every state in the nation. It provides more flexibility and reliability to your TABE testing program.
- DRC INSIGHT runs on the testing devices and operating systems most commonly used in Adult Ed, including desktop and laptop computers (Windows®, Mac®, and Linux®) and Chromebooks™.
- System requires for DRC INSIGHT can be found at <https://tabetest.com/insight/>

DRC Insight Portal

- o The DRC Insight Portal (herein referred to as the Portal) is where those with access go:
 - o to manage test sessions
 - o set up computers for testing
 - o get the software to install on testing computers
 - o get user manuals
 - o enter students for testing
 - o view/print test scores
- o There is no TABE Online without the Portal


The Portal : Log-In


- If you are a new Portal user, you receive an email containing your username (which is your email address and a link). Clicking the link displays a screen that allows you to choose your Portal password. Then, you are prompted to read and accept the Security Agreement to activate your account.



The Portal : Log-In

- To access the Portal, go to <https://tabe.drctdirect.com>
- On the Login page, enter your Username (your email address) and Password.
- Click Log In. You will arrive on a second Welcome page.

?



DRC INSIGHT Portal

This portal is a secure gateway to all of the various testing programs and tools that you have permission to use.

To log in, please enter your email address and password and click Log In.


To access program content, authorized personnel need to login to the secure website with their email address and password. General Information is available under All Applications in the top menu of this page.

Please Log In

Username

Password

[Forgot your username or password?](#)

 **Log In**

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[Minimum Browser Requirements](#)

The Portal : Log-In

- Up in right corner will be your initials. Click it in order to edit your email, username, or password.

DRC INSIGHT TABE MY APPLICATIONS

Welcome to the DRC INSIGHT Portal

Congratulations, you have successfully logged on.

Several helpful links are just a click away. Please take time to familiarize yourself with the navigation menu under **My Applications** at the top of this screen.

If you are having difficulty navigating through the site, please review the instructions at the top of each page, or contact the TABE customer service team at 1.866.282.2250.

After June 30, 2019, all federally funded programs that report measurable skills gains to the office of Career, Technical, and Adult Education (OCTAE) should no longer be testing with TABE 9. Starting July 1st, these programs should be using TABE 11&12. If you are a program that needs to continue using TABE 9/10 and can no longer access it, please contact the TABE help desk.

Announcement (8/12/19): Results for TABE 9/10 will now be posted twice daily (12:30PM and 6:30PM CST) for all customers.

Announcement (9/12/19): An updated version of the COS Service Device (COS-SD) is scheduled to be released the evening of Thursday, September 12, 2019. This required release will update COS-SDs from version 3.0xx to version 3.1xx. In order for this update process to run automatically, users must ensure their COS-SDs are turned on overnight and are set to not fall asleep or hibernate. No other human intervention should be required; however, you should check with your IT personnel to make sure your network configuration will allow the update.

ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME

Publicly accessible versions of the Online Tools Training are available. Please copy the link below into Google Chrome to access these practice opportunities. Note that Google Chrome is the only supported browser for this public version of the Online Tools Training.

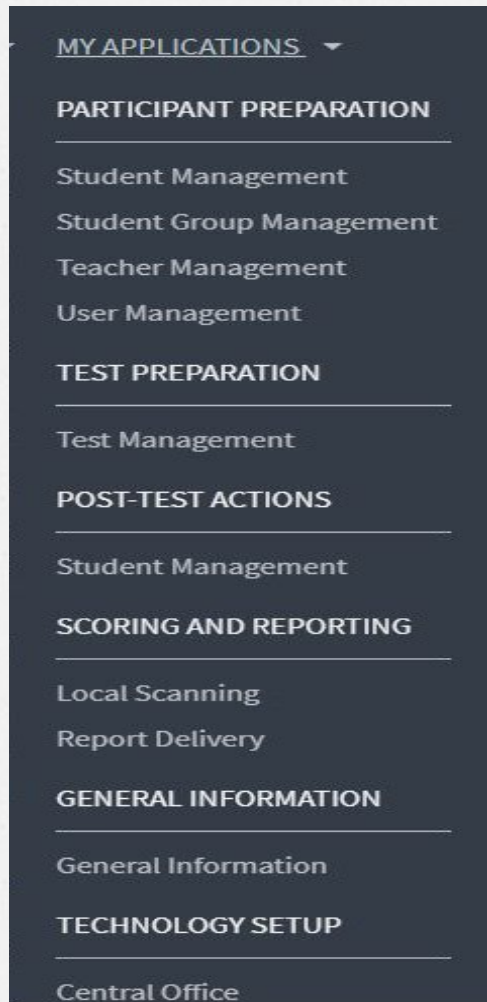
WBTE Portal: <https://wbte.drcdirect.com/TABE/portals/tabe>

DATA RECOGNITION
DRC
CORPORATION

MY PROFILE
Edit Profile
Change Password
PRODUCT
View My Agreements
Sign Out

Important: If you are unable to change your name, email address, or password, contact TABE Customer Service: 1-866-282-2250 or email: TabHelpdesk@datarecognitioncorp.com.

The Portal : My Applications



- o In order to access the different areas of the Portal, click on MY APPLICATIONS.
- o The items under MY APPLICATIONS will differ based on your access level.

The Portal : My Applications

- o The **Student Management Menu:-** is the area that users have for searching for students and displaying student information; editing student information and test sessions; adding individual and multiple students to the Portal; and using the Student Status Dashboard to display student testing status by school and administration.
- o The **Student Group Management Menu:-** search for and view student groups and other common tasks for managing student groups.
- o The **Teacher Management Menu:-** create and upload teacher records within Teacher Management for one or more teachers.
- o The **User Management Menu:-** various administrative tasks that Portal Admin users can perform. These tasks include editing and updating user information and permissions, activating and deactivating users, and adding new users.

*the areas under My Applications is dependent on your access level.

The Portal : My Applications

- o The **Test Management Menu**:- various administrative tasks that can be performed for test sessions within the Portal. These tasks include creating and deleting test sessions, exporting test sessions, adding and removing students, viewing and printing test session status details, printing test tickets and rosters for the students within one or more test session, and more.
- o The **Local Scanning** section is the area to scan and score paper-based testing.
- o The **Report Delivery Menu**:- area for the test score reports that are available through the Portal.
- o The **General Information Menu**:- includes announcements, documents, and software downloads.

*the areas under My Applications is dependent on your access level.

DRC Online Portal

Student Management

Student Management

- o The Student Management section has the following subheadings*:
 - o Student Management: Portal users can search for students and perform the following tasks*:
 - o Add a student to the Portal
 - o Upload multiple students to the Portal
 - o Edit a student's information
 - o Mark a student's accommodations
 - o Modify a student's demographic information
 - o View the student groups to which the student is assigned
 - o View the test sessions for which the student is enrolled
 - o Student Status Dashboard : to display student testing status by site and administration.

* Subheading and tasks are dependent on your access level

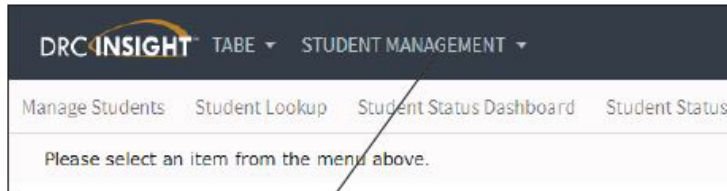
Student Management

- o The following video gives information on adding students/examinees, editing student information, checking student status. It includes a brief overview of Teacher Management and Student Group Management Menus
- o [TABE Online Student Management in the DRC INSIGHT Portal](#)

Adding a Student to the Portal

- o There are two ways to add students to the Portal one at a time. The method you use depends on whether you have already set up a test session.
- o • If you do not have a test session set up, use the Add Student window to add a student.
- o • If you have a test session set up, see “Editing a Test Session by Adding or Removing Student on slide 55

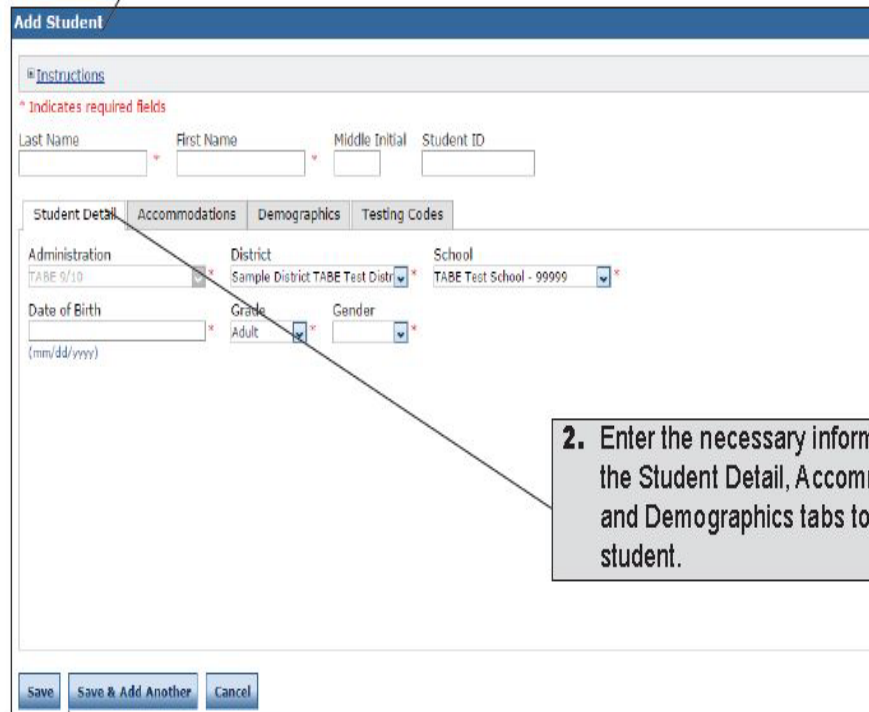
Adding a Student to the Portal



The screenshot shows the top navigation bar of the DRC INSIGHT portal. It includes a logo, a 'TABE' dropdown menu, and a 'STUDENT MANAGEMENT' dropdown menu. Below these are four links: 'Manage Students', 'Student Lookup', 'Student Status Dashboard', and 'Student Status'. A message at the bottom says 'Please select an item from the menu above.'

To add a student to Test Setup, do the following:

1. Click **Student Management** then **Manage Students** to display the Manage Students page. Select an administration, district, and school, then click the **Add Student** button at the bottom of the page to display the Add Student window.



The screenshot shows the 'Add Student' form. It has a blue header with the title 'Add Student'. Below the header is an 'Instructions' section with a red asterisk indicating required fields. The form is divided into four tabs: 'Student Detail', 'Accommodations', 'Demographics', and 'Testing Codes'. The 'Student Detail' tab is active, showing fields for 'Last Name', 'First Name', 'Middle Initial', and 'Student ID'. Below these are fields for 'Administration' (TABE 9/10), 'District' (Sample District TABE Test Distri), and 'School' (TABE Test School - 99999). There are also fields for 'Date of Birth' (mm/dd/yyyy), 'Grade' (Adult), and 'Gender'. At the bottom of the form are three buttons: 'Save', 'Save & Add Another', and 'Cancel'.

2. Enter the necessary information using the Student Detail, Accommodations, and Demographics tabs to add the student.

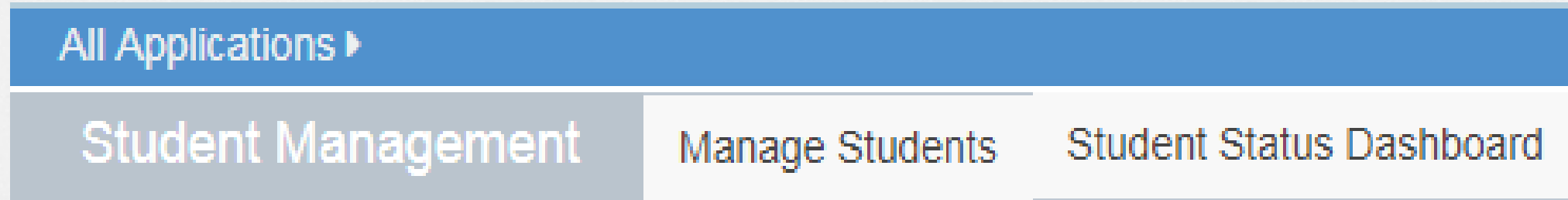
3. Click **Save** to save your results, **Save & Add Another** to save your results and add another student, or **Cancel** to cancel the process without saving your changes.

Student Management

- o Be sure to check if the student is already there BEFORE adding a new student.
- o Use standard capitalization.
- o Join double names. For example John Williams Smith = John WilliamSmith
 - o This helps when you have to export data into Excel
- o If you do not know the student's birthday use **1/01/1901** as the temporary birthday.
- o To the best of your ability, select the correct gender. Don't simple choose what you want. Gender is used as a criteria by the system to identify duplicates.

Manage Students Option

- From the Manage Students option of the Student Management menu, Portal users can search for students, view the test sessions to which a student is currently assigned, and view the status of the session.



1. Open the **All Applications** menu bar, click **Student Management**, and click **Manage Students** to display the Manage Students window.

Manage Students Options

Manage Students

Manage Students | Upload Multiple Students

Instructions

* Indicates required fields

Administration: TABE Q/10
District: SAMPLE DISTRICT - 00000
School: TABE TEST SCHOOL - 11111

Last Name:
First Name:
Student ID:

Accommodation Test:
Accommodation Type:
Accommodation:

Grade:
Demographic:
Teacher:

Student Group:
Test:
Session:

Online Test Status:
Session Assignment:

Find Students **Clear**

Students

Last Name	First Name	Student ID	Date Of Birth	Grade	Action
Choose from the above filters and click on 'Find Students' to view matching 'Students'					

Add Student **Export to Excel** **Download Students** **Update Accommodations**

2. To search for one or more student records, use the various drop-down menus and fields to enter each criteria and click **Find Students**.

3. To filter the display based on test session assignment, use the **Session Assignment** drop-down menu. You can select one of the values shown below.

Value Displays

(Blank) When selected, this filter is excluded from the search criteria.

(None) Students who are not in any test session

Online Students in a test session with a testing mode equal to "Online"

Manage Students Option

Manage Students

Manage Students Upload Multiple Students

[Instructions](#)

* Indicates required fields

Administration: TABE 9/10 * District: SAMPLE DISTRICT - 99999 School: TABE TEST SCHOOL - 11111

Last Name: First Name: Student ID:

Accommodation Test: Accommodation Type: Accommodation:



Grade: Demographic: Teacher:

Student Group: Test: Session:

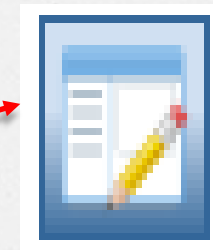
Online Test Status: Session Assignment:

Find Students Clear

Students Alternate Testing Sites

Students						
	Last Name	First Name	Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	drsa	kid	1230000001	1/1/2000	AD	
<input type="checkbox"/>	drsa	kids	1234000001	1/1/1990	AD	

4. Click the **View/Edit** icon in the Action column for the student whose information you want to edit. The Edit Student window displays.



Editing a Student's Information

You can perform the following tasks from the Edit Student window:

- Display and / or modify a student's detail information.
- Mark a student's accommodations (slide 39).
- Edit a student's demographic information (slide 43)
- View the student groups in which the student is included (slide 44).
- View testing codes (not applicable to GWTC)
- View the test sessions for which the student is enrolled (slide 45).

The screenshot shows the 'Edit Student' window with the 'Student Detail' tab selected. The window has a blue header bar with the title 'Edit Student'. Below the header is a tabbed interface with tabs for 'Instructions', 'Accommodations', 'Demographics', 'Student Groups', 'Testing Codes', and 'Test Sessions'. The 'Instructions' tab is currently active, displaying a red asterisk and the text '* Indicates required fields'. Below this, there are input fields for 'Last Name' (containing 'Loadtest'), 'First Name' (containing 'Test'), 'Middle Initial' (empty), and 'Student ID' (empty). Each of these fields has a red asterisk indicating it is required. Below the name fields is a row of tabs: 'Administration', 'District', and 'School'. The 'Administration' tab is selected, showing a dropdown menu with 'TABE 9/10' selected. The 'District' and 'School' tabs are also visible, both showing 'SAMPLE ADULT TEST CENTER' with a red asterisk. Below the tabs, there are input fields for 'Date of Birth' (containing '1/1/2001'), 'Grade' (containing 'Adult'), and 'Gender' (containing 'Female'). Each of these fields has a red asterisk indicating it is required. Below the input fields are two buttons: 'Save' and 'Cancel'.

Editing a Student's Accommodations

- You can indicate which students need accommodations by test. Accommodations selected for a test, such as TABE 11, apply to all content areas of the test: Reading, Language, Mathematics, and so on. Accommodations should be marked prior to printing test tickets.
- Once the accommodation is selected and saved, it is attached to that student for every test the student takes.
- On the Accommodations tab, use the checkboxes to indicate the specific accommodations and supports a student needs for the TABE assessments.

Editing a Student's Accommodations

Edit Student

[+ Instructions](#)

* Indicates required fields

Last NameFirst NameMiddle InitialStudent ID


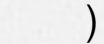
KA*AlternateSite*4567885555

Student DetailAccommodationsDemographicsStudent GroupsTesting CodesTest Sessions

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 type="checkbox"/>	<input type="checkbox"/>	<input 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"/>					

SaveCancel

To view or edit a student's accommodation information, do the following:

1. Click **Manage Students** from the Student Management menu and select your search criteria.
2. Click the **Find Students** button 
3. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
4. In the Edit Student window, edit the information in the **Accommodations** tab.
5. Click **Save** to save your changes or **Cancel** to cancel them.

Editing a Student's Accommodations for Multiple Students

Manage Students

Manage Students | Upload Multiple Students

[Instructions](#)

*** Indicates required fields**

Administration: TABE 9/10
District: SAMPLE ADULT TEST CENTER
School: SAMPLE ADULT TEST CENTER

1

Last Name: First Name: Student ID:

Accommodation Test Area: Accommodation Type: Accommodation:

Grade: Demographic: Teacher:

Student Group: Test: Session:

Online Test Status: Session Assignment:

2 Find Students Clear

Students | Alternate Testing Sites

Student	Last Name	First Name	Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Student	Team1SPort	1234567890	2/1/2003	AD	
<input type="checkbox"/>	Student	Team1SPort	1234567890	2/1/2003	AD	
<input type="checkbox"/>	Student	Team1SPort	1234567890	2/1/2003	AD	
<input checked="" type="checkbox"/>	Student	Team1SPort	1234567890	2/1/2003	AD	
<input type="checkbox"/>	Student	Team1SPort	1234567890	2/1/2003	AD	
<input checked="" type="checkbox"/>	Student	Team1SPort	1234567890	2/1/2003	AD	
<input type="checkbox"/>	Student	Team1SPort	1234567890	2/1/2003	AD	
<input checked="" type="checkbox"/>	Student	Team1SPort	1234567890	2/1/2003	AD	
<input checked="" type="checkbox"/>	Student	Team1SPort	1234567890	2/1/2003	AD	
<input checked="" type="checkbox"/>	Student	Team1SPort	1234567890	2/1/2003	AD	
<input type="checkbox"/>	Tableone	Team1SPort	1234567890	2/1/2003	AD	

3

4

Page 1 of 1 (23 items) < Prev 11 Next >

Add Student Export to Excel Download Students Update Accommodations

You can assign or remove accommodations for students who share the same accommodations.

1. Navigate to the Manage Students window and enter your search criteria.
2. Click the **Find Students** button.
3. Place a check in the checkbox to the left of each student for whom you need to assign or remove accommodations.
4. Click **Update Accommodations** at the bottom of the window.

Editing a Student's Accommodations for Multiple Students

Update Accommodations for Multiple Students

The Accommodations selected (checked) below can be either Assigned or Removed from the Students selected on the previous screen.

[Instructions](#)

5 Update Mode

☒ Assign Accommodations
☐ Remove Accommodations

Accommodations						
Type	Accommodation	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"/>
Online	Session Extension 1.5 Times	<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"/>

7

5. When the Update Accommodations for Multiple Students window displays, select **Assign Accommodations** or **Remove Accommodations** as the Update Mode.

6. Check each accommodation to be assigned or removed from the selected students (you can scroll through the list of accommodations).

7. Click **Save** to apply the update or **Cancel** to return to the Manage Students window

Editing Student's Demographic Information

To edit a student's demographic information, do the following:

1. Click **Manage Students** from the Student Management menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **View/Edit** icon () to display the student's profile.
4. When the Edit Student window displays, select the **Demographics** tab. Use the checkboxes on the tab to update the information.
5. Click **Save** to save your changes or **Cancel** to cancel your changes.

The screenshot shows the 'Edit Student' window with the 'Demographics' tab selected. At the top, there is an 'Instructions' section and a note: '* Indicates required fields'. Below this, there are input fields for 'Last Name' (containing 'Roja'), 'First Name' (containing 'Team15Portal'), 'Middle Initial' (empty), and 'Student ID' (containing '1234567890'). The 'Demographics' tab is active, showing a list of checkboxes for 'Race' (American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, Caucasian, Other, Prefer not to answer), 'IEP', '504', and 'LEP/ELL'. There are also dropdown menus for 'Program' and 'Additional Program'. At the bottom, there are 'Save' and 'Cancel' buttons.

Viewing a Student's Student Group Information

Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial Student ID

Brown * Jamie *

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

Student Groups			
District	School	Teacher	Group Name
SAMPLE DISTRICT	TABE TEST SCHOOL	Bibble, Dorothy (dbibble@sample.email)	<input type="text"/>
SAMPLE DISTRICT	TABE TEST SCHOOL	sample, teacher (ts@drc.com)	Jenkins Sample Group

- If a student has been placed into a student group, each group displays on the Student Groups tab.
- Student Groups are not used at Gwinnett Tech.

View a Student's Test Session Information

Edit Student

[Instructions](#)

** Indicates required fields*

Last Name

drsaa

First Name

kids

Middle Initial

Student ID

1234000001

Student Detail











































Accommodations

Demographics

Student Groups

Testing Codes

Test Sessions

Student Session Detail								
District	School	Session Name	Assessment	Status	Begin Date	End Date	Action	
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Applied Math	Completed	07/11/2017 08:40 AM	07/11/2017 08:40 AM	     	
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Applied Math - Sample Items	Completed	07/11/2017 08:39 AM	07/28/2017 11:03 AM	     	
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Language	Completed	07/11/2017 08:40 AM	07/11/2017 08:41 AM	     	
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Language - Sample Items	Completed	07/11/2017 08:39 AM	07/11/2017 08:39 AM	     	
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Math Computation	Completed	07/11/2017 08:40 AM	07/11/2017 08:40 AM	     	
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Math Computation - Sample Items	Completed	07/11/2017 08:39 AM	07/11/2017 08:39 AM	     	
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Reading	Completed	07/11/2017 08:39 AM	07/11/2017 08:39 AM	     	

Save

Cancel

View a Student's Test Session Information

To view an individual student's Test Sessions, do the following:

1. Click **Manage Students** from the Student Management menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **View/Edit** icon () to display the student's profile.
4. When the Edit Student window displays, select the **Test Sessions** tab.

Note: In the grid at the bottom of the window, there is a separate line for each content area of each test session in which the student is included.

5. From the **Test Sessions** tab, click the **Edit/Print Ticket Status** icon () in the Action column for the student whose information you want to view or print. The Testing Status window displays. **Note:** From the Testing Status window, you can print one or more student test tickets in the test session. For more information, see “Printing Test Tickets and Rosters” on page 68.

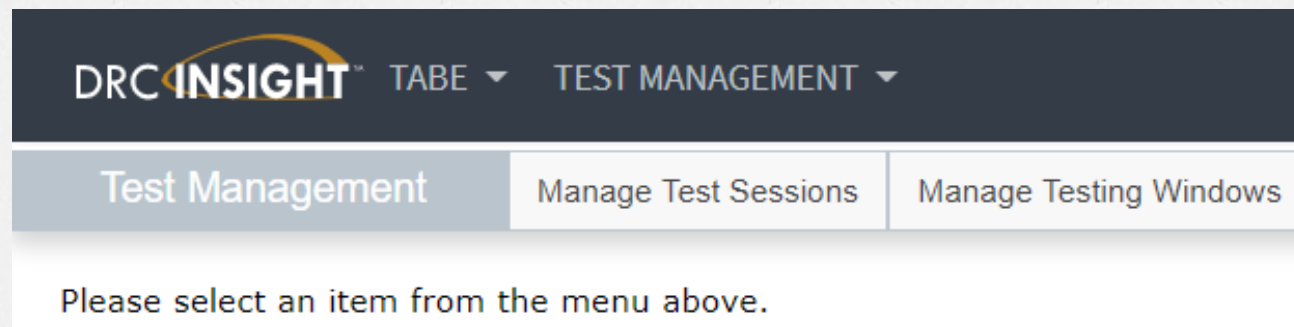
DRC Online Portal

Test Management

Test Management Menu

From the Test Management menu, Portal users can search for test sessions and perform the following tasks:

- Create test sessions
- Edit test sessions by adding or removing students
- Delete test sessions
- Export test sessions
- View and export test session status details
- Print test tickets and rosters
- Purge test tickets
- Unlock test tickets
- End incomplete tests



Test Management

- o The following video gives information on the test management area of the DRC Insight Portal
 - o [TABE Online Test Management in the DRC INSIGHT Portal](#)

The Manage Test Sessions Options

Test Sessions

[Instructions](#)

* Indicates required fields

Administration TABE 9/10	District SAMPLE DISTRICT - 99999	School TABE TEST SCHOOL - 11111
Last Name	First Name	Student ID
Session	Teacher (All)	
Test (All)	Assessment (All)	

Show Sessions

Print All Tickets

Sessions

Status Summary

[Instructions](#)

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
Choose from the above filters and click on 'Find Sessions' to view matching 'Sessions'								

Add Session

Export to Excel

Unlock Selected

Unlock All

Export Student Details

- Click **Test Management** then **Manage Students** to display the Test Sessions page.
- To view the status of test sessions, enter your search criteria, and click **Show Sessions**. The Session Detail page displays.

The Manage Test Sessions Options

From the Test Sessions page, you can view all of the test sessions for a specific district or school. The Session Detail portion of the window displays the status of the session—Not Started, In Progress, Completed, or Locked. The start and end dates of the test session also display.

<u>Status</u>	<u>Description</u>
o Not Started	No student in the session has started the test.
o In Progress	The test session is in progress.
o Completed	The test session is finished. All of the students in the session have completed the test.

The Manage Test Sessions Options

Sessions
Status Summary

[+ Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	bre auto loc	Complete Battery 10	Not Started	6/2/2017	9/1/2017	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - test 10 locator kids	Locator	Not Started	6/2/2017	9/1/2017	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	breanna's CB9	Complete Battery 9	Not Started	6/2/2017	9/1/2017	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	gail's CB9 Auto-Loc All Contents	Complete Battery 9	Not Started	6/2/2017	9/1/2017	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - maitreyee - CB9 Auto-Locator	Complete Battery 9	In Progress	6/2/2017	9/1/2017	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - new cb9 auto locator	Complete Battery 9	In Progress	6/2/2017	9/1/2017	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - CB9 Auto-Locator - 7/20	Complete Battery 9	In Progress	6/2/2017	9/1/2017	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator - 7/20	Locator	In Progress	6/2/2017	9/1/2017	

Add Session
Export to Excel
Unlock Selected
Unlock All
Export Student Details

- Use the buttons at the bottom of the Test Sessions page to work with test sessions

Creating a Test Session

- You can create a new test session and add students to it. You must give the session a name and Test, Content areas, and Level. For searching and reporting purposes, use a meaningful test session name that includes the Content areas and Level(s), such as: **11M-RDG (21U)**.
 - It's also good to include the current academic session as part of your test session name.
- **Note:** All students included in a test session take the same test. Create separate test sessions with different combinations of students, Test, Content areas, and Levels as needed.
- **Tip:** Set up frequently used test sessions, such as Auto-Locator, prior to testing. By creating test sessions in advance, you can quickly set up walk-in testers.

Creating a Test Session

Test Sessions

[Instructions](#)

* Indicates required fields

Administration
TABE 9/10 *

District
SAMPLE DISTRICT - 99999

School
TABE TEST SCHOOL - 11111

Last Name

First Name

Student ID

Session

Teacher
(All)

Test
(All)

Assessment
(All)

[Show Sessions](#) [Print All Tickets](#)

[Sessions](#) [Status Summary](#)

[Instructions](#)

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
Choose from the above filters and click on 'Find Sessions' to view matching 'Sessions'								

[Add Session](#) [Export to Excel](#) [Unlock Selected](#) [Unlock All](#) [Export Student Details](#)

1. To add a test session, click **Test Management** then **Manage Test Sessions** to display the Test Sessions page.

2. Select a district and school (required to add a test session) and click the **Add Session** button at the bottom of the page. The Add Test Session window displays.

Creating a Test Session

- At this point, you give the test session a name and select the Test, Content, and Level. Make sure the test session name reflects the test information (see slide 50).
- **Notes:** Select the test type **Locator** to choose which Content areas to administer. Alternatively, if you select a test, such as TABE 11, you have the option to administer the **Auto-Locator** content. Selecting **Auto-Locator** administers the Locator parts of the test first, then after both parts of the Locator test for the content are complete, the tester takes the regular part of the test for the content area. The tester is assigned the correct level (E, M, D, or A) based on how they performed on the Locator test (non-Sample Items). The tester is not aware of the level; this information is not visible to testers in 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 testers have started testing with the tickets associated to the Test Session). If testing has begun, then create a new test session with the correct selections, and add the testers to the new test session.

Creating a Test Session

3. Enter a name in the Session Name field.

The screenshot shows the 'Add Test Sessions' form. A callout box labeled '3. Enter a name in the Session Name field.' points to the 'Session Name' text input field. Another callout box labeled '4. First, read the notes at the top of this page, then select a Test, the appropriate Content areas, and Level. Modify the Begin Date and End Date as needed.' has four lines pointing to the 'Test' list, the 'Content' checkboxes, the 'Level' dropdown, and the 'Begin Date' and 'End Date' date pickers. The form includes sections for 'Instructions', 'Session Name', 'Teacher', 'Test' (with a list of tests), 'Content' (with checkboxes for Reading, Mathematics, and Language), 'Level' (with a dropdown for Reading Level), 'Begin Date' and 'End Date' (with date pickers), 'Search for Available Students' (with filters for Student Last Name, Student First Name, Student ID, Grade, Demographic, Accommodation, Teacher, and Student Group), and buttons for 'Find Students', 'New Student', and 'Clear'. At the bottom, there are two large list boxes: 'Available Students' and 'Students in Session', both with 'Double-click to edit Student' instructions.

4. First, read the notes at the top of this page, then select a Test, the appropriate Content areas, and Level. Modify the Begin Date and End Date as needed.

Creating a Test Session

Tips: Make a selection from the Teacher dropdown to display student groups tied to the selected teacher. Then, select a student group to display the available students to add to the session.

5. Enter any student search criteria and click **Find Students**.

6. Select a student from the Available Students list.

Note: To select multiple students in sequence, press the **Shift** key while you select them. To select multiple students that are not in sequence, press the **Ctrl** key while you select them.

7. Use the **Add Selected** (➡), **Remove Selected** (⬅), **Add All** (➡), and **Remove All** (⬅) icons with the Available Students and Students in Session lists to select one or more students to remove from or add to the test session.

8. Click **Save** or **Save & Add Another** to add another session.

Editing a Test Session by Adding or Removing Students

Test Sessions

[Instructions](#)

* Indicates required fields

Administration
TABE 9/10 *

District
SAMPLE DISTRICT - 99999

School
TABE TEST SCHOOL - 11111

Last Name

First Name

Student ID

Session

Teacher
(All)

Test
(All)

Assessment
(All)









2

[Show Sessions](#) [Print All Tickets](#)

Sessions [Status Summary](#)

[Instructions](#)

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	   3 
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	   

1. Click **Test Management** then **Manage Test Sessions** to display the Test Sessions page.

2. Click **Show Sessions**.

3. When the test sessions display, click the **View/Edit** icon in the Action column to display the Edit Test Session window for the session.

Editing a Test Session by Adding or Removing Students

Edit Test Session

Testing Window: 09/13/2017 - 12/31/2020

[Instructions](#)

* Indicates required fields

Session Name: 10/15/2017 * Teacher: [dropdown]

Test: Survey 9

Content:

- ☒ Auto-Locator
- ☐ Reading
- ☐ Mathematics Computation
- ☐ Applied Mathematics
- ☐ Language

Level:

- ☒ SV9 Reading with Auto-Locator
- ☒ SV9 Mathematics (Includes Math. Computation and Applied Math.) with Auto-Locator
- ☒ SV9 Language with Auto-Locator

Begin Date: 10/18/2017 End Date: 10/18/2017 * Mode: Online *

Search for Available Students

Student Last Name: [text] Student First Name: [text] Student ID: [text] Grade: Adult [dropdown]

Demographic: (All) [dropdown] Accommodation: (All) [dropdown] Teacher: (All) [dropdown] Student Group: (All) [dropdown]

Find Students **New Student** **Clear**

Available Students: [empty list box]

Students in Session:

- HAYNES, KISHA (0517559587)
- BROWN, KURTISHA (8502663208)
- EDWARDS, LATEASHA (4524489061)
- gorges, jacob (1212121)
- GRIFFIN, ANDREANN (5517493793)
- johnson, brittney (8505370899)
- JONES, MELISSA ()
- TAYLOR, KEYARRA (5503946316)

Double-click to edit Student

4. From the Edit Test Session window, click **Find Students**.

Note: To add a new or walk-in tester to the test session, click the **New Student** button. The Add Student window displays. Enter the required information on the window and click **Save**. The new student displays in the Students in Session pane of the Edit Test Session window.

See slide 34 for guidelines on Adding Students

Editing a Test Session by Adding or Removing Students

Edit Test Session

Testing Window: 09/13/2017 - 12/31/2020

[Instructions](#)

* Indicates required fields

Session Name: 10/15/2017 * Teacher: [dropdown]

Test: Survey 9

Content: ☒ Auto-Locator, ☐ Reading, ☐ Mathematics Computation, ☐ Applied Mathematics, ☐ Language

Level: ☒ SV9 Reading with Auto-Locator, ☒ SV9 Mathematics (includes Math, Computation and Applied Math.) with Auto-Locator, ☒ SV9 Language with Auto-Locator

Begin Date: 10/18/2017 End Date: 10/18/2017 * Mode: Online *

Search for Available Students

Student Last Name	Student First Name	Student ID	Grade
Demographic (All)	Accommodation (All)	Teacher (All)	Adult [dropdown]

Find Students New Student Clear

Available Students: [list box]

Students in Session: [list box]

Double-click to edit Student

5. Select a student and double-click to edit the student's information, or use the:

Add Selected



Remove Selected



Add All



Remove All



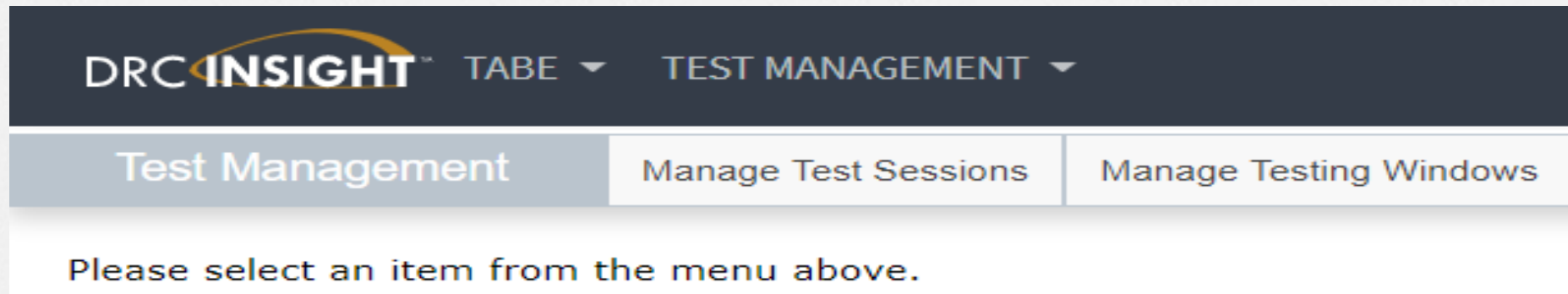
icons with the Available Students and Students in Session lists to select one or more students to remove or add.

Note: To select multiple students in sequence, press the **Shift** key, select the students, and click the mouse button. To select multiple students not in sequence, press the **Ctrl** key, select the students, and click the mouse button.

6. Click **Save** to save your changes or **Cancel** to cancel them.

Deleting a Test Session

- You can only delete a test session up until the time testing begins. If testing has started, the session cannot be deleted.



Deleting a Test Session

Test Sessions

Instructions

* Indicates required fields

Administration TABE 9/10	District SAMPLE DISTRICT - 99999	School TABE TEST SCHOOL - 11111
Last Name	First Name	Student ID
Session	Teacher (All)	
Test (All)	Assessment (All)	

Show Sessions

Print All Tickets

Sessions

Status Summary

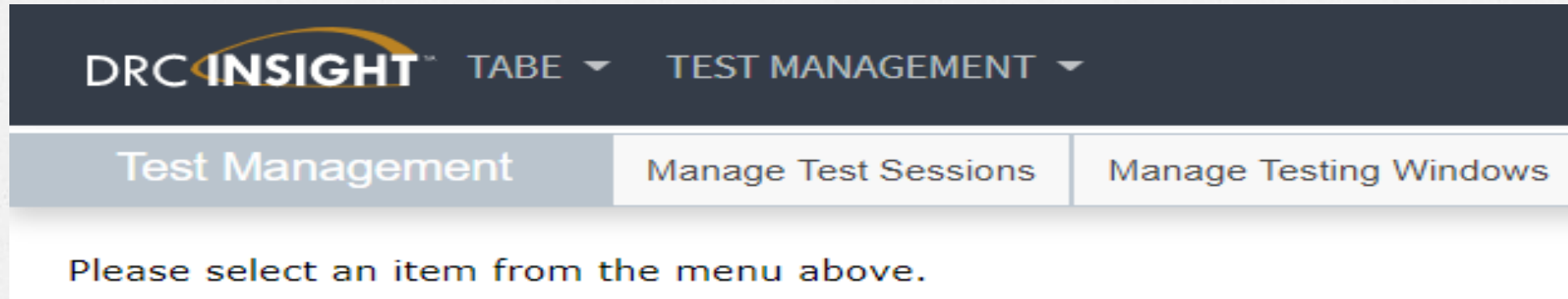
Instructions

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	    

- Search for the test session.
- Click the Delete icon (the X) in the Action column for the test session you want to remove.
- Click Delete when the Confirm Delete dialog box displays.

Exporting Test Sessions



- View multiple test sessions' details in one spreadsheet.
- View the status of student testing from multiple test sessions at a time.
- Use to as mail merge to create and print your own test tickets.

Exporting Test Sessions

Show Sessions





























































Print All Tickets

Sessions

Status Summary

[Instructions](#)

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	copy session test	Survey 10	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 READING	Survey 9	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	foo1	Survey 9	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level e	Complete Battery 9	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level m	Complete Battery 9	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level d	Complete Battery 9	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level a	Complete Battery 9	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE	TABE TEST	drs - cb10 -	Complete	Not	6/14/2017	6/15/2018	     

Add Session

Export to Excel

Unlock Selected

Unlock All

Export Student Details

Exporting Test Session

(1) To export details for *a single test session*, Click the Export Details icon from the Action column

- o The test session details are downloaded to a .csv file that you can save and manipulate how you see fit.

(2-3) To export details for *multiple sessions*:

- o Click the checkbox for the sessions you want to export, click **Export Student Details**.

To export *all the test sessions*, click **Export Student Details** without selecting any test sessions.

Viewing and Exporting Test Session Status Details

The test session status display provides the following information:

- each student's test ticket status;
- the time the student started the test;
- and the time the student completed the test.











You can use this information to verify that all of the students in a session have completed their tests. This information can also be viewed by performing the actions listed in Slides 67-69 (Exporting Test Session Details).

Viewing and Exporting Test Session Status Details

[Show Sessions](#)
[Print All Tickets](#)

[Sessions](#)
[Status Summary](#)

[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	copy session test	Survey 10	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 READING	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	foo1	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level e	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level m	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level d	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level a	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE	TABE TEST	drs - cb10 -	Complete	Not	6/14/2017	6/15/2018	

[Add Session](#)
[Export to Excel](#)
[Unlock Selected](#)
[Unlock All](#)
[Export Student Details](#)

1. To view or export the status of a test session, click the **Edit/Print Ticket Status** icon from the Session Detail window in the Action column for the test session details you want to view or export. The details for the test session you selected display in the Testing Status window.

























Viewing and Exporting Test Session Status Details

Testing Status

[Instructions](#)

Last Name: Status: (All) Status By Module: Spelling 10 - Level E **Filter** Clear

Testing Status - tst (10 Spelling E - Spelling 10 - Level E)

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	squire	breanna	BSQUIRE1	PULL8193	Not Started			     
<input type="checkbox"/>	Student	One	OSTUDENT1	WHAT6049	Not Started			     
<input type="checkbox"/>	Student	Three	TSTUDENT2	COAL8045	Not Started			     
<input type="checkbox"/>	Student	Two	TSTUDENT1	FOLD8269	Not Started			     

Print Selected Print All End Incomplete Selected Tests Unlock Selected Unlock All Close

2. You can search for students on the Testing Status window by Last Name, Status, or Status by Module. Enter your search criteria or select from the drop-down menus.





























































3. Click **Filter** to display the results or **Clear** to clear your selections.

Viewing and Exporting Test Session Status Details

[Show Sessions](#) [Print All Tickets](#)

[Sessions](#) [Status Summary](#)

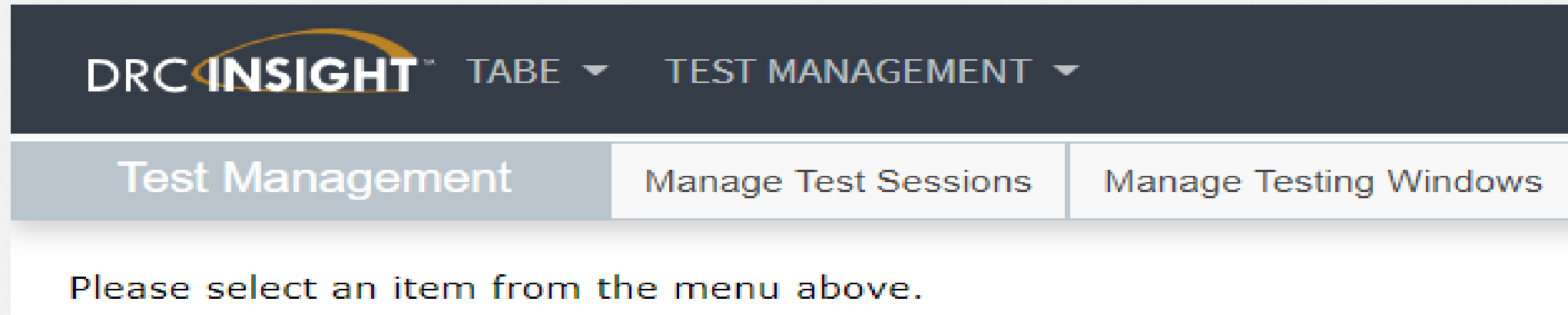
[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	copy session test	Survey 10	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 READING	Survey 9	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	foo1	Survey 9	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level e	Complete Battery 9	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level m	Complete Battery 9	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level d	Complete Battery 9	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level a	Complete Battery 9	Not Started	6/14/2017	6/15/2018	     
<input type="checkbox"/>	SAMPLE	TABE TEST	drs - cb10 -	Complete	Not	6/14/2017	6/15/2018	     

[Add Session](#) [Export to Excel](#) [Unlock Selected](#) [Unlock All](#) [Export Student Details](#)

4. To export one or more test session statuses to a spreadsheet file (.xls) that you can save, view, edit, or print, check the Select checkbox next to each test session status you want to export and click **Export to Excel**.

Printing Test Tickets and Rosters













- You can print test tickets for the students in an online test session. You can print all of the tickets for all of the students in a session, or you can select specific students and print their tickets.

Printing Test Tickets and Rosters

[Show Sessions](#) [Print All Tickets](#)

Sessions | [Status Summary](#)

[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	copy session test	Survey 10	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 READING	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	foo1	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level e	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level m	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level d	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level a	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE	TABE TEST	drs - cb10 -	Complete	Not	6/14/2017	6/15/2018	

[Add Session](#) [Export to Excel](#) [Unlock Selected](#) [Unlock All](#) [Export Student Details](#)

1. To *print all of the test tickets* for the students in a test session, click the **Print All Tickets** icon in the Action column of the Sessions Detail window for the test session.

Printing Test Tickets and Rosters

TABE 9/10
Student Test Roster

District: SAMPLE DISTRICT School: TABE TEST SCHOOL Test: Locator Test Session: Locator Test Session Window: 6/14/2017 to 6/15/2018						
Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	Username	Password
<input type="checkbox"/>	N/A	KA, LocatorTest	1/1/2000	1232143211	LKA1	SOON2508
<input type="checkbox"/>	N/A	KA, student	1/1/2000	1234567891	SKA3	RACE4799
<input type="checkbox"/>	N/A	Robertson, Aaron	1/1/2000		AROBERTSON1	HOOP9725
<input type="checkbox"/>	2.0	squire, breanna	1/1/2001		BSQUIRE3	SHOP2079

2. A Portable Document Format (.pdf) displays and includes the testing roster, and test tickets. You can view, print, and save the information.











Tickets print 4 per page.

Printing Test Tickets and Rosters

[Show Sessions](#) [Print All Tickets](#)

[Sessions](#) [Status Summary](#)

[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	    

























1. To *print selected test tickets*, click the **Edit/Print Ticket Status** icon in the Action column for the test session you want to use.

Printing Test Tickets and Rosters

Testing Status

[Instructions](#)

Last Name: Status: Status By Module:

Testing Status - tst (10 Spelling E - Spelling 10 - Level E)								
Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	squire	breanna	BSQUIRE1	PULL8193	Not Started			     
<input type="checkbox"/>	Student	One	OSTUDENT1	WHAT6049	Not Started			     
<input type="checkbox"/>	Student	Three	TSTUDENT2	COAL8045	Not Started			     
<input type="checkbox"/>	Student	Two	TSTUDENT1	FOLD8269	Not Started			     

2. When the Testing Status window displays, you can filter the student display by Last Name, Status, or Status by Module. To filter, enter your search criteria or select from the drop-down menus and click **Filter** to display the results (or **Clear** to clear your selections).

3. Select one or more students by clicking the checkbox next to their name in the **Select** column.

Printing Test Tickets and Rosters

4. Click Print Selected. A PDF version of the Student Test Session Ticket, that you can view, print, and save, displays for the selected students.

TABE 9/10 Online Test Ticket Survey 9 BRANDY REID Student ID: 1504626630 Username: BREID2 Password: THIN5264	TABE 9/10 Online Test Ticket Survey 9 Candi Buchanan Student ID: 6504192286 Username: CBUCHANAN1 Password: COLD4039
TABE 9/10 Online Test Ticket Survey 9 Cynthia Conner Student ID: 3501011598 Username: CCONNER3 Password: YARD2124	TABE 9/10 Online Test Ticket Survey 9 MARICA JOHNSON Student ID: 2514240689 Username: MJOHNSON36 Password: TREE7525

TABE 9/10 Student Test Roster

District: SAMPLE DISTRICT School: TABE TEST SCHOOL Test: Locator Test Session: Locator Test Session Window: 6/14/2017 to 6/15/2018						
Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	Username	Password
<input type="checkbox"/>	N/A	KA, LocatorTest	1/1/2000	1232143211	LKA1	900N2508
<input type="checkbox"/>	N/A	KA, student	1/1/2000	1234567891	SKA3	KACE4799
<input type="checkbox"/>	N/A	Robertson, Aaron	1/1/2000		AROBERTSON1	HCOOP9725
<input type="checkbox"/>	2.0	squire, breanna	1/1/2001		BSQUIRE3	SHOP2079

Unlocking Test Tickets

For TABE, the Locator parts of an Auto-Locator test should not be unlocked if the Locator parts of the test are complete. A student's test ticket must be unlocked in the following situations:

- A student exited the test by using the End Test function in INSIGHT before completing all parts of the test. If the student needs to log into the test again, the student's test ticket must be unlocked. When the student logs in after the ticket is unlocked, the student can use the login information from the original test ticket.
- Either the student exited the test by using the Pause/Exit function, or the student was inactive on the system for more than twenty minutes.
 - - If this happened on the same day as the student's first log in, the student can log in using the original login information and the test ticket does not need to be unlocked.

In all of these situations, INSIGHT saves the student's response data.

Unlocking Test Tickets

Test Sessions

[Instructions](#)

* Indicates required fields

Administration TABE 9/10 *	District SAMPLE DISTRICT - 99999 *	School TABE TEST SCHOOL - 11111 *
Last Name <input type="text"/>	First Name <input type="text"/>	Student ID <input type="text"/>
Session <input type="text"/>	Teacher (All) *	
Test (All) *	Assessment (All) *	



Show Sessions

Print All Tickets

Sessions

Status Summary

[Instructions](#)

Session Detail								Action
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	





1. To unlock a selected test ticket, click the **Edit/Print Ticket Status** icon in the Action column for the appropriate test session. The Testing Status window displays.

Unlocking Test Tickets


Testing Status

[Instructions](#)

Last Name: Status: (All) Status By Module: Locator Test Applied Math

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	KA	Locator Test	LKA1	SUON2508	Not Started			
<input type="checkbox"/>	KA	student						
<input type="checkbox"/>	Robertson	Aaron						
<input type="checkbox"/>	quire	breanna						

Confirm Unlock

 You have requested to unlock Aaron Robertson's ticket for Locator Test Applied Math. Are you sure?

2. To unlock a test ticket, click the **Unlock Ticket** icon in the Action column for the appropriate student. When the Confirm Unlock dialog displays, click **Unlock** to complete the process.

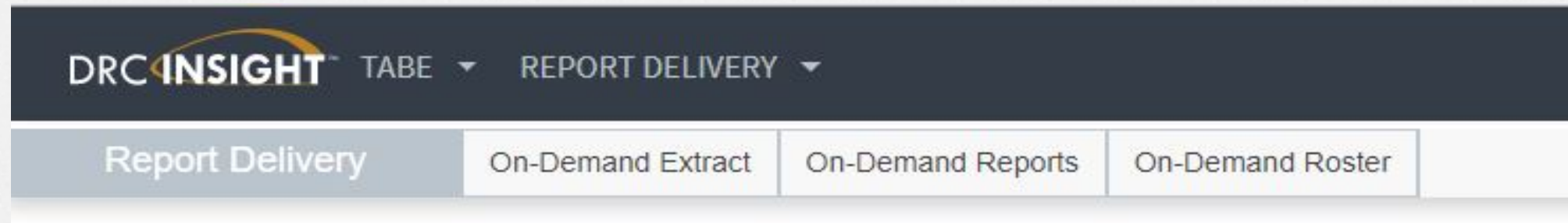
Purging Test Tickets

- To purge a student's test ticket, you must call TABE Customer Service at 1-866-282-2250.
- If a student is included in a test session by error and won't be testing, or if the student began the test using an incorrect ticket, you can purge the test ticket to remove the student from the test session. After purging the test ticket, add the student to the proper test session and print them a new ticket.
- **Note:** Purging a student's test ticket deletes the student's previous responses.

DRC Online Portal

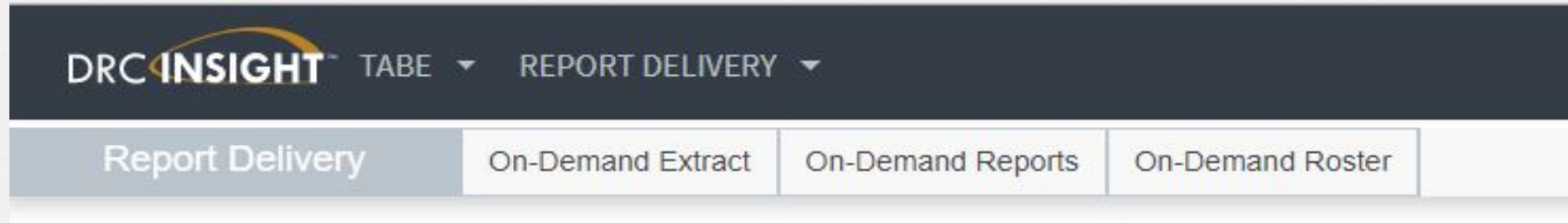
Report Delivery

Report Delivery



- Report Delivery is the location to view student test results and other reports.
- **On-Demand Extract** :- provides Excel file of test scores for selected time period
- **On-Demand Reports**:- provides PDF version of test scores
- **On-Demand Roster**

On-Demand Reports



- o Portal users can view or download score reports by school. A report for each student in the selected school displays. The reports display the student info, the subjects tested and related scores and performance levels.

Report Delivery

- o The following video gives information on accessing on-demand reports; searching, downloading, printing, and understanding the reports.
- o [TABE Online Report Delivery in the DRC INSIGHT Portal](#)

On-Demand Reports

On-Demand Reports

On-Demand Reports allows the user to search for Student Reports. The user can open or save the PDF reports.

[Instructions](#)

* Indicates required fields

Administration TABE 9/10	District SAMPLE DISTRICT - 99999	School TABE TEST SCHOOL - 11111
Report Individual Profile - All	Language English	Grade Adult
Last Name <input type="text"/>	First Name <input type="text"/>	
State Student ID <input type="text"/>	Session <input type="text"/>	
<input type="button" value="Find Students"/>	<input type="button" value="Clear"/>	

1. Click **Report Delivery** then **On-Demand Reports** to display the On-Demand Reports page.

2. Specify an Administration, District, School, *Report, and Language from the drop-down menus.

o *From the **Report** menu, select **Individual Profile - All** for the most recent test in each subject, **Individual Portfolio - All** for all tests in each subject, or **Locator - All** for all Locator test results.

3. Click the **Find Students** button to display a list of reports (shown on the following slide) for the selection criteria you entered.

On-Demand Reports

On-Demand Reports

On-Demand Reports allows the user to search for Student Reports. The user can open or save the PDF reports.










[Instructions](#)

* Indicates required fields

Administration TABE 9/10	District SAMPLE DISTRICT - 99999	School TABE TEST SCHOOL - 11111
Report Individual Profile - Past 24 H	Language English	Grade Adult
Last Name	First Name	
State Student ID	Session	

Find Students

Clear

Students						
Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
<input type="checkbox"/>	ASample	Student		01/01/2000	AD	
<input type="checkbox"/>	cohen	breanna		01/01/2001	AD	
<input type="checkbox"/>	drsaa	kids	1234000001	01/01/1990	AD	
<input type="checkbox"/>	drsab	kids	1234000002	01/01/1990	AD	
<input type="checkbox"/>	drsac	kids	1234000003	01/01/1990	AD	
<input type="checkbox"/>	drsad	kids	1234000004	01/01/1991	AD	
<input type="checkbox"/>	drsa	kids	1234000005	01/01/1991	AD	
<input type="checkbox"/>	drsaf	kids	1234000006	01/01/1992	AD	
<input type="checkbox"/>	drsag	kids	1234000007	01/01/1990	AD	

Page 1 of 3 (112 items) < Prev 1 2 3 Next >

Open Selected

Save Selected

3. To open or save one student's report, in the Action column, click the **Open PDF** icon to display the report. Click the **Save PDF** icon to save the report to your system.

4. To open or save PDF reports for multiple students, select the check box for the student reports you want to work with. Click **Open Selected** to open all selected student reports. Click **Save Selected** to save the selected reports to your system.

Individual Profile Report

- This report gives the detailed version of the test results.



Individual Profile: STUDENT, SAMPLE

Report Criteria			
ID:	12345	State:	
Test Name:	TABE 11 ALL	District:	SAMPLE DISTRICT
Report:	ALL	School:	SAMPLE SCHOOL
Report Date:	10-18-2019		

Test Results	Test Date	Level	Number of Points		Items Attempted	Scale Score	SEM	NRS Level	MSG
			Total	Obtained					
Reading	10/25/2018	M	47	44	40	575+	52	4	Y
Mathematics	10/26/2018	M	39	31	35	570	20	4	Y
Language	10/26/2018	M	39	30	35	552	19	4	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
Reading						
Key Ideas and Details	18	18	17			✓
Craft and Structure	17	20	19			✓
Integration of Knowledge and Ideas	5	9	8			✓
Mathematics						
Measurement and Data	6	6	5			✓
Numbers and Operations - Fractions	7	7	5		✓	
Numbers and Operations - Base Ten	5	6	5		✓	
Operations and Algebraic Thinking	4	5	5			✓
Geometry	4	6	5			✓
Expressions and Equations	4	4	2		✓	
Language						
Conventions of Standard English	18	21	16		✓	
Vocabulary Acquisition and Use	5	5	4		✓	
Text Types and Purposes	10	11	8		✓	

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

Individual Profile: STUDENT, SAMPLE

Report Criteria			
ID:	12345	State:	
Test Name:	TABE 11 ALL	District:	SAMPLE DISTRICT
Report:	ALL	School:	SAMPLE SCHOOL
Report Date:	10-18-2019		

FORM	DOMAIN	PERFORMANCE	DEMONSTRATED SKILLS	AREAS FOR NEXT FOCUS
M	Reading			
	Key Ideas and Details	Proficiency	<ul style="list-style-type: none"> Summarize an informational text Identify the main idea of a very complex text Make an inference connecting ideas in a text Make an inference based on a section of text Use details to support inferences regarding connections in a text 	<ul style="list-style-type: none"> Support an inferred central idea with evidence from a moderately complex text Make distinctions between ideas in a moderately complex text Analyze the connections among ideas in a very complex text Use evidence to support the analysis of connections among ideas in a very complex text
	Craft and Structure	Proficiency	<ul style="list-style-type: none"> Describe the structure of multiple paragraphs of a moderately complex text Describe the structure of a section of very complex text (technical document) Describe the structure of very complex text Use evidence to support comparisons of the structure of moderately to very complex texts Use evidence to support the comparison of points of view across multiple texts on the same topic 	<ul style="list-style-type: none"> Analyze the function of a text feature Determine the point of view of a moderately-very complex text Use evidence to support the determination point of view Determine authors' purposes across complex texts
	Integration of Knowledge and Ideas	Proficiency	<ul style="list-style-type: none"> Explain the author's use of evidence to support an idea in very complex text Use evidence to support the explanation of an author's point about a text Use text evidence from multiple texts to support the use of quantitative information Use multiple pieces of evidence to support the explanation of an author's point about a text 	<ul style="list-style-type: none"> Determine the relevance of evidence use to support a claim Compare claims made across texts and support comparison with multiple pieces of evidence
M	Mathematics			
	Measurement and Data	Proficiency	<ul style="list-style-type: none"> Use properties of complementary and supplementary angles to find missing angle measures in diagrams Find the missing dimension of a rectangular prism when given the other dimensions and the volume Find volumes of rectangular prisms by counting unit cubes and by multiplying the side lengths (using the volume formula) Use line plots to solve multi-step addition, subtraction, multiplication, and division problems 	<ul style="list-style-type: none"> Use the properties of angles to write and solve equations in one variable to find missing angle measures in diagrams Create rectangular prisms with different dimensions and volumes that are the same Convert from a larger unit of measure to a smaller unit of measure

(continued on next page)

Individual Portfolio

- Gives a summary of all tests the student has ever taken.

Individual Portfolio: [REDACTED]

Report Criteria						
ID:	900310041			State:	TCSG-GWINNETT TECH	
Test Name:	All Tests			District:	*GWINNETT TECH	
Report:	All			School:		
Report Date:	08-11-2020					

Note: This report displays all TABE results associated with the selected student found in this system during the selected range.

TABE 11						
Date Tested	Content Area	Level	Test Location	Scale Score	SEM	NRS Level
11/18/2019	Mathematics	M	*GWINNETT TE 0567557	470	14	2
11/13/2019	Reading	E	*GWINNETT TE 0567557	447	12	2
11/13/2019	Language	E	*GWINNETT TE 0567557	465	15	2
TABE 11						
Date Tested	Content Area	Level	Test Location	Scale Score	SEM	NRS Level
07/17/2019	Reading	E	*GWINNETT TE 0567557	466	12	2
TABE 11						
Date Tested	Content Area	Level	Test Location	Scale Score	SEM	NRS Level
07/15/2019	Language	E	*GWINNETT TE 0567557	446	14	1
TABE 11						
Date Tested	Content Area	Level	Test Location	Scale Score	SEM	NRS Level
07/15/2019	Mathematics	M	*GWINNETT TE 0567557	480	14	2
TABE 12						
Date Tested	Content Area	Level	Test Location	Scale Score	SEM	NRS Level
03/11/2020	Mathematics	M	*GWINNETT TE 0567557	494	14	2
03/11/2020	Language	E	*GWINNETT TE 0567557	465	16	2
TABE 12						
Date Tested	Content Area	Level	Test Location	Scale Score	SEM	NRS Level
10/02/2019	Mathematics	M	*GWINNETT TE 0567557	479	14	2
10/02/2019	Language	E	*GWINNETT TE 0567557	470	16	2
09/30/2019	Reading	E	*GWINNETT TE 0567557	463	11	2

On-Demand Roster

Report Delivery

On-Demand Extract

On-Demand Reports

On-Demand Roster

Site Selection

Search for your site by name or code and select to view test sessions

Gwinn

Test Sessions for *Gwinnett Tech

20J-reg-al

Session Name	Test	Mode	District	School	Begin Date	End Date
<input checked="" type="checkbox"/> 20J-REG-AL-AM	TABE 11	Online	TCSG-GWINNETT TECH	*GWINNETT TECH	2019-11-14	2019-12-31

Show Group Roster

Show Locator Roster

Refresh

Items per page:

5

1 - 1 of 1

<< < > >>

Locator Roster Report

Report Criteria

District	TCSG-GWINNETT TECH — 0493418	Test Name	TABE 11
School	*GWINNETT TECH — 0567557	Mode	Online
Test Session	20J-REG-AL-AM	Sub Tests	Auto-Locator Language, Auto-Locator Math, Auto-Locator Reading
Testing Window	11/14/19 — 12/31/19	Report Date	12/3/19, 2:28 PM

Recommended TABE Locator Test Cut-Scores

Reading	Mathematics	Language	TABE Level to Administer
0 - 5 *	0 - 5 *	0 - 5 *	E
6 - 11	6 - 9	6 - 10	M
12 - 15	10 - 12	11 - 13	D
16+	13+	14+	A

* For scores achieved below this score point, consider administering TABE Level L.

Student Scores

hen

Student

Test	Date	Number Correct	Recommended Level
Reading	11/15/19	10	M
Mathematics	11/15/19	6	M
Language	11/15/19	7	M

On-Demand Roster

1. Enter Site Selection: Gwinn
 - o Once you start typing, the name will appear. Click on it.
2. Enter test session name (can be found on student ticket)
3. Select the Checkbox next to the session
4. Choose which roster you want to view:
 - o Show Locator Roster to see locator results.
 - o Show Group Roster to see test scores.
5. In the Student Scores area, type the student's name to see his/her results. To see another student, delete the previous name and type the new one.
 - o If there is no result next to a subject, the student is not finished.
6. Click the arrow to return to the previous page where you can
7. Refresh the screen
8. Repeat 4-7 until testing is done.

Remote Proctoring Guidelines

- o Here are the guidelines for remote proctoring with TABE

Examiner Instructions

- o [TABE Locator Examiner Instructions for Locator Testing](#)
- o [TABE Examiner Instructions for Remote Testing](#)

Student Instructions

- o [TABE Locator Student Instructions for Locator Testing](#)
- o [TABE Student Instructions for Remote Testing](#)

Remote Proctoring

Have the student's device(s) for TABE remote proctoring compatibility.

- o [DRC Device Check](#)

- o Testing Link

- o <https://wbte.drctdirect.com/TABE/#login>

Resources

Here are various resources for everyone:

- o The main resource center is <http://tabetest.com>