

Sample Locator Test Directions and Symbols that will appear throughout the Test Directions for TABE 11/12

Locator Test

Before administering the Locator Test, be sure to read Pages 15 and 16 of Step 7, Administer the Printed Tests, in this manual.

The time limits specified for the Locator Test are primarily for administrative convenience. Most examinees will complete the test sections within the allotted time; however, the examiner may allow additional time for examinees whose reading or writing abilities are limited.

The Locator Test takes approximately 105 minutes to administer. Check to be sure that each examinee has a test book, answer document, and scratch paper. Scientific calculators will be needed for Part 2 of Mathematics. If they have not already done so, have examinees complete the examinee-identifying information on the front cover of the answer document according to the directions beginning on Page 8.

Reading

SAY: Open your test book to Page 3. This is the Reading section. The page should look like this.



Demonstrate. Check to be sure that all examinees are on the correct page of their test books.

When an open book symbol appears, the test administrator will mirror what the learners should be doing or looking at.

Figure 2. The beginning of the Locator Test Directions is very similar to the Word List Instructions. The test administrator will complete the tasks in italics. When the test administrator and learners are ready to begin, the test administrator will read the bold text aloud.

SAY: You will have 45 minutes to do the Reading section. You may begin.

Check to be sure that all examinees are in the correct place in their answer documents.



Record the starting and stopping times for the Reading section of the Locator Test.

**RECORD THE
STARTING TIME:**

TESTING TIME:

**RECORD THE
STOPPING TIME:**

45 MINUTES

Figure 3. An example of the clock symbol that will appear throughout the TABE Test Directions booklet. When a clock symbol appears, the starting and stopping times for the test should be recorded. These times should be displayed in a place visible to all learners.



Calculators are not allowed in Part 1 of the Mathematics test.

SAY: Calculators are not allowed on Part 1. Are there any questions?

When you are sure that all examinees understand the directions, continue.

Figure 4. An example of the symbol that is displayed when calculators are NOT allowed during a math subtest.

SAY: You may use a calculator to work the problems in Part 2 of the Mathematics section ONLY.



Check to be sure that each examinee has a working scientific calculator.

Figure 5. An example of the symbol that is displayed when calculators are allowed during a math subtest. The type of calculator (4-function basic or scientific) will depend on the level of the subtest.