

Module 1: Overview of the TABE 11/12 system

The TABE 11/12 consists of a battery of assessments that measure the skill level of ABE students' in **reading, language, and mathematics** (DRC's website contains complete information about the TABE 11/12 and is accessible [here](#)). There are five levels ranging from GLE 0 to GLE 12.9.

<u>TABE Test Levels</u>	<u>Grade Level Ranges</u>
L (Literacy)	0 – 1.9
E (Easy)	2 – 3.9
M (Medium)	4 – 5.9
D (Difficult)	6 – 8.9
A (Advanced)	9 – 12.9

This training will focus on the TABE reading, mathematics, and language levels E, M, D, and A.

To identify the appropriate starting level for a first-time test taker, the TABE Locator must be administered before administering the TABE 11/12. The results from the Locator along with additional teacher information can be combined to find the appropriate starting level for a student.

The TABE 11/12 has two forms of the test at each level, form 11 and form 12. Therefore, before administering the TABE 11/12, the test administrator must select a form for the first test administration. When it is time for a second test (see the [ACLS Assessment Policies Manual](#) for more information on when to post-test), the test administrator must administer a form that was not used for the first test. For example, if form 11 was administered for the first test, then form 12 should be administered for the second test. If a third test is administered, the test administrator may give the same form as the first test. This alternating pattern is continued for all testing administrations.

Who should take the TABE 11/12?

The [ACLS Assessment Policies](#) require the use of the TABE 11/12 for the following learners enrolled in ABE classes:

- **ABE students reading below GLE 2** (ABE Beginning Literacy Students) must be tested using the TABE Test, Forms 11/12 Level L. *For more information, and to be certified to administer and score the TABE L, please complete the TABE L training.*
- **ABE students GLE 2-12.9 whose Primary Assessment Area (PAA) is ABE Writing** must be tested using the TABE Language Subtest, Forms 11/12, Levels E, M, D, or A

- **Students in ABE Programs for Correctional Institutions that do not have access to computers** must be tested using the TABE Math and/or Reading Forms 11/12, Levels E, M, D, or A (if writing is established as the PAA, the Language Subtest can also be administered). Pre-ASE and ASE students must complete both the Reading and Math subtests. Beginning Basic students are only required to complete one subtest (both can be administered per student/teacher request).
- **ABE Students in Workplace Education programs that do not have access to computers** must be tested using the TABE Math and/or Reading Forms 11/12, Levels E, M, D, or A (if writing is established as the PAA, the Language Subtest can also be administered).

Overview of Steps in Administering the TABE 11/12

The following is an overview of the steps involved in **administering the TABE 11/12 to a learner taking the test for the first time (pre-test)**. Each step is explained in further detail in Modules 2 through 5.

Step 1: Administer the Word List *(if a learner presents with weak or unknown reading abilities)*

The Word List (optional) is designed to facilitate the identification of reading level for learners with weak or unknown reading abilities and help to plan further assessment. Weak or unknown reading abilities can be identified by the test administrator, a teacher, or the student. The Word List typically takes approximately 15 minutes to complete, however, there is no specific time limit for completing this task. Using the guidelines for interpreting results of the word list, the test administrator will review the learner's performance and make the necessary decision to administer level L or proceed with the Locator Test.

Step 2: Administer the Locator Test

The Locator Test is used to determine the appropriate level of TABE that an individual should take. The Locator Test should be administered before the learner's first test. The Locator Test should not be used to assess student ability or for student placement in programs. Rather, the Locator Test is to only be used to identify the appropriate starting level of TABE.

The Locator Test has four sections:

- Reading
- Math – part 1
- Math – part 2
- Language

Each of the four sections will result in separate raw scores for reading, math, and language (three raw scores). After obtaining subtest scores (by hand-scoring with an answer key if using

the paper version or automatically if using the online version), test administrators can find the recommended test level using a chart that matches all possible scores on each section of the Locator Test to one of the TABE levels. However, the final decision of which level to administer rests with test administrators and should be based on the Locator Test results along with any other relevant information about the learner, such as information from intake or previous classroom performance.

Step 3: Administer the TABE 11/12 level selected for the learner

The TABE 11/12 consists of three subtests:

- Reading (Part 1 and 2)
- Mathematics (Part 1 and 2 for all levels except E)
- Language

The test administrator will administer only the subtests identified by the learner's PAA. See the [ACLS Assessment Policies Manual](#) for more information regarding required assessments.

For each subtest, there are five levels:

- Easy (E)
- Medium (M)
- Difficult (D)
- Advanced (A)

For each subtest/level combination, there are two forms – form 11 and form 12.

How to use the forms: When administering a second test to a learner, alternate test forms must be given to ensure that a learner does not receive the same test form in sequence. Alternating forms reduces the potential of remembering questions from one test administration the next. For example, if a learner first completes Level E, Form 11, then his/her second test will be Level E Form 12. Furthermore, if this learner needs a third test, then he/she should complete the Form 11 test for the third administration.

Each subtest is preceded by a specific set of directions along with a practice test. Test administrators must administer the TABE 11/12 according to the test developer's directions. An example of the directions for administering the paper-based TABE 11/12 will follow in Module 3. When administering the TABE 11/12 Online, programs may have students follow the on-screen directions rather than have a proctor read them.

Step 4: Scoring

The answer key and the TABE 11/12 Scoring Guide will be used to calculate a scale score for each subtest if using the paper-based TABE 11/12. TABE 11/12 tests administered online are

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automatically scored. The scale score is recorded in the state management information system.

Administering the TABE 11/12 on subsequent occasions (post-test) only involves two steps:

Step 1: Administer the TABE 11/12

If a learner's first test is Reading Level D, then the learner's second test should be Reading Level D (same would apply with math and writing subtests). In general, it is not recommended to change the TABE level across administrations of the same subtest (i.e., it is not recommended to administer Reading Level E for a first test and Reading Level M for a second test within a fiscal year). Test administrators should maintain consistency of subtest and level across test administrations. Also, be sure to select the alternate form from the first (or most recent) test administration.

Step 2: Scoring