

Module 2: What to do before administering the TABE 11/12

Test administrators should be familiar with the “Before Testing” instructions presented in the TABE Test Directions books. There is one Test Directions book for each form, but **the instructions for what to do BEFORE TESTING** are the same.

Specifically, all test administrators must read pages 2-7 and 12-14 for guidance on:

- Test Materials
- Planning the Testing Schedule and Environment
- Preparing Students
- Using a Standardized Testing Procedure
- Accommodations

All TABE administrations must follow the directions as described in the *TABE Test Directions booklet*. Therefore, during paper-based testing, test administrators must **read aloud** the directions **exactly** as provided in the *Test Directions* booklet. Testing breaks are scheduled between subtests and additional breaks can be scheduled when total testing time exceeds 60 minutes.

Test Materials for Paper-Based Testing

Before administering the TABE 11/12, make sure that all test materials are organized and ready. See below for the lists of materials for the test administrator and each student. In addition, a checklist of Test Materials is located on page 2 of the TABE Test Directions booklets.

Materials for the Test Administrator

- Test Directions (for the specific form being administered)
- TABE Reusable Test Book
- Blank Answer Document

Materials for Each Student

- TABE Reusable Test Book
- Blank Answer Document

Additional Materials for Each Student

- Two No. 2 pencils with erasers
- Extra erasers
- Scratch paper for math problems

The following paper-based subtests require additional materials for each student:

- Locator Mathematics – Part 2 only: scientific calculator
- Level E Mathematics: basic ruler
- Level M Mathematics – Part 1 and 2: protractor
- Level M Mathematics – Part 2 only: basic 4-function calculator
- Levels D and A Mathematics – Part 2 only: scientific calculator

Staff Requirements

[ACLS Assessment Policies](#) require all test administrators to be trained and certified by the Center for Educational Assessment at UMass before administering any of the standardized assessments used in adult education. ACLS recommends that programs maintain at least two certified test administrators for each test the program administers.

Testing Schedule

When scheduling a paper-based or online test session for the TABE 11/12 be sure to:

- Review the tests and test directions in advance
- Plan test administration for examinees requiring accommodations
- Allow sufficient time to complete a subtest in a single testing session
- Schedule breaks when total testing time will exceed 60 minutes
- If the entire group of examinees completes a timed section early, stop timing that section
- Allow time for make-up sessions for test takers who miss the scheduled test session

Please note that each subtest requires a specific amount of time to complete. The TABE 11/12 operational testing time was designed with maximum allowable time for adult learners to complete the test. Accurate timing of the TABE ensures reliable test results (TABE Test Directions, p. 3). Test administrators must adhere to standards of reliable assessment and require strict time limits for student assessment.

The following table shows the testing times for each subtest and level, which apply to both paper-based and online testing. **NOTE:** The testing times below are different from the times presented on pages 4 and 5 of the TABE Test Directions booklets. The changes were made by DRC with approval from the U.S. Department of Education, and went into effect on June 25, 2018.

TABE 11 & 12 Maximum Allowable Testing Times

Level	Reading Part 1	Reading Part 2	Language	Math Part 1	Math Part 2
E	60 minutes	60 minutes	60 minutes	75 minutes	N/A
M	60 minutes	60 minutes	60 minutes	60 minutes	15 minutes
D	60 minutes	60 minutes	60 minutes	40 minutes	35 minutes
A	60 minutes	60 minutes	60 minutes	30 minutes	45 minutes
Locator	45 minutes	N/A	25 minutes	15 minutes	15 minutes

**Add 10-15 minutes for administering the practice test items and reading directions.*

Source: Data Recognition Corporation (2018)

Organizing the Testing Area

Key recommendations from the test publisher:

- Plan for the distribution and collection of materials
- Plan seating arrangements, allowing enough space between students to avoid sharing of answers
- Eliminate distractions (i.e., cell phones, other students not testing)
- Place start and stop times where students can see them
- Plan for accommodations to be provided as specified for individuals.

The testing location must be quiet and comfortable, so learners will not be distracted by their surroundings while taking the test. Learners may be tested in a quiet computer lab, empty classroom, office, or other space. Learners must not be tested in an occupied classroom or space where other students are working or talking.

Preparing Test Takers

Test administrators should help students approach the test in a relaxed and positive way. The test administrator can explain to the students that the purpose of taking the TABE is to find out which skills they have learned and which skills they need to work on. The test administrator can also explain that some items will be more difficult than others and they are not expected to know all the answers. Finally, the test administrator should reassure the students that they will have more than enough time to complete their work and the TABE does not require any special preparation.