

Supplementary Guidance

Remote Testing Guidelines for TABE CLAS-E Writing

The following guidelines are intended to help your program and its test administrators ensure that both students and staff stay safe and healthy and prevent the spread of COVID-19. This guidance is for test administrators but should also be reviewed by other program staff, considering the collaborative effort that test administration involves takes place between the two. As programs help and support test administrators, guidelines pertaining to both roles are included. Roles and responsibilities may vary from one site to the next, but the following information remains consistent across all locations administering TABE CLAS-E Writing via remote testing.

Test administrators can review the TABE CLAS-E Writing training for general information relating to administration of the TABE CLAS-E Writing test at any time by accessing the training modules on the [ACLS Test Help Blog](#). This module is a supplement to those existing training modules to provide guidance specific to remote testing.

Test administrators and programs should also review the [NRS Remote and Physically Distant In Person Test Administration: Guidance for MA NRS Test Administrators](#) distributed by ACLS (July 1, 2020).

If programs need help with the online version of TABE CLAS-E Writing, general test administration questions should be sent to UMass CEA (aclstesthelp@educ.umass.edu) and technical support questions should be sent to the nationwide TABE Help Desk (tabehelpdesk@datarecognitioncorp.com).

Summary of Administration Changes Under Remote Conditions for TABE CLAS-E Writing

When administering the TABE CLAS-E Writing remotely, the main change for students is that they are responding to test items via the [DRC INSIGHT Portal](#) on a computer (desktop or laptop) or a tablet that is connected to the Internet, and the student is taking the test in their home or another location that is not the adult education program site. Students must type their responses to the Expository Writing folios. The student and the test administrator are connected at all times during test administration by means of a videoconference-type session, so that the test administrator can maintain a visual link with the student.

Guidance from the Test Publisher

The publisher of the TABE CLAS-E Writing test is Data Recognition Corporation (DRC). Their general guidance for online TABE CLAS-E testing is referenced below and should be regarded as the authoritative source of procedures for remote testing.

- [TABE Complete Language Assessment System – English Online Test Administration Manual](#)

- This document is the publisher’s primary reference on using CLAS-E within the DRC INSIGHT Platform. It currently available in the [DRC INSIGHT Portal](#) to programs and individuals with logins (navigate to My Applications, then to General Information, then to Documents), but is available to programs and test administrators in Massachusetts through the link above.
- [TABE Locator Examiner Instructions for Locator Testing](#)
- [TABE Examiner Instructions for Remote Testing](#)
- [TABE Locator Student Instructions for Locator Testing](#)
- [TABE Student Instructions for Remote Testing](#)

Please note: Programs should take student reading proficiency into account when considering whether or not to share DRC’s student instructions with students.

Technology Requirements for Students and Test Administrators

- Camera-enabled computer/Chromebook/tablet
- The DRC INSIGHT software can be installed on the computer or the student can access the web-based version of DRC INSIGHT (Chrome browser is preferred)
- The student’s device can be a PC running Windows or a Mac running the Mac operating system
- If the student does not have the Chrome browser, the student’s device must have an updated version of [one of the following browsers](#): Mozilla Firefox, Microsoft Edge, or Apple Safari (updated mean current version or up to 2 versions back)
 - On a Mac, the students must use Chrome or Safari
- TABE CLAS-E Writing **cannot** be taken on a phone
- Stable internet connection
- Access to videoconferencing platform

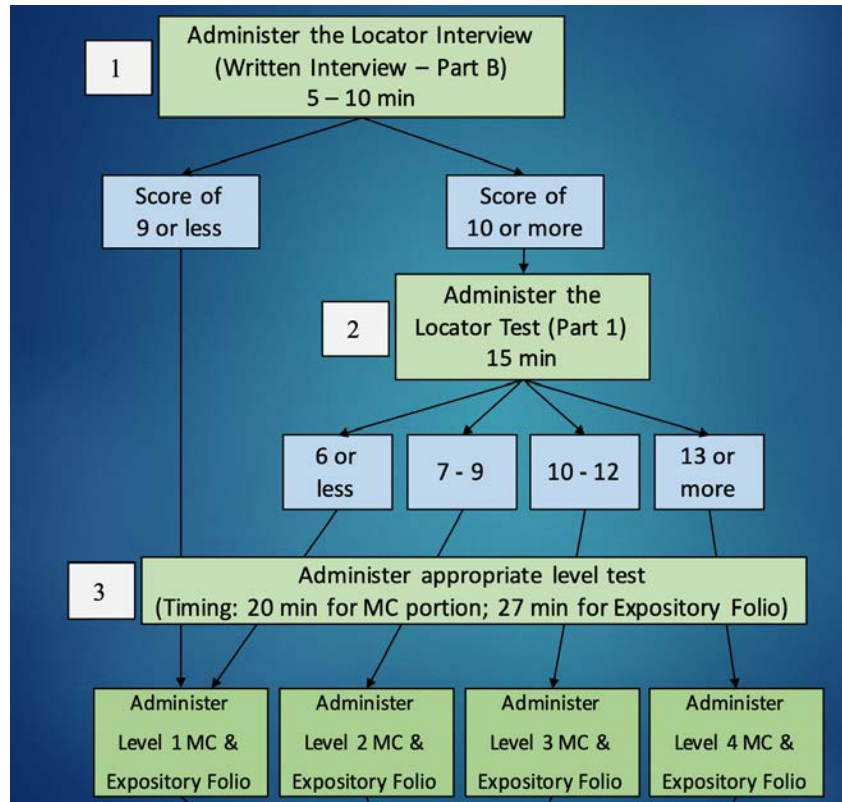
Flowchart of TABE CLAS-E Writing Test Administration

For students who are taking the TABE CLAS-E for the first time, you may choose to administer the Locator Interview (Written Interview, Part B). Per DRC’s guidance (TABE Complete Language Assessment System – English Online Test Administration Manual, page 4), the Written Interview Part B is not included in TABE Online. It can be taken and scored in paper mode.

For remote administration of the Written Interview, Part B programs may develop a local strategy to provide the questions to students by writing in a shared online document or having students send a picture of their written answers to the test administrator. Recall that the purpose of the Written Interview Part B is to determine whether students should take TABE CLAS-E Level 1 automatically or if they have the proficiency to take the Locator Test.

If students score 9 or lower on the Written Interview, Part B they should automatically be assigned to TABE CLAS-E Writing Level 1. Students who score 10 or more on the Written

Interview, Part B should take the TABE Locator Test (Part 1) in the DRC INSIGHT Portal and based on those results, students will be assigned to TABE CLAS-E Writing levels 1, 2, 3, or 4.



Before Testing

One to Two Weeks Prior

- Review [SABES](#) resources on technology /videoconferencing, such as [Zoom instructional materials](#) to ensure that test administrators have comfort with the necessary functions of the videoconferencing platform
 - Programs can use any videoconferencing software that provides the required capabilities (chat, screen sharing, and breakout rooms if testing more than one student simultaneously)
- Address test administrator and/or student needs or concerns with using videoconferencing platform
- Inform student(s) of technology requirements and confirm that student is able to take the TABE CLAS-E Writing remotely
- Confirm technology set-up for the test administrator
- Note that if possible, only include students at the same form and level of a TABE test in a remote test session
- Administer the TABE Locator Interview (Written Interview, Part B) if needed to assess if students have the minimum reading and writing skills to take the Locator Test Part 1
- Programs may not remotely administer the paper-based TABE tests

One Week Prior

- Contact student(s) to schedule test session
- No more than 5 students per session
- Programs should use their established methods/strategies to communicate with students to make initial contact for testing as well as follow up for scheduling
- Strongly advise students to identify a quiet place free from distraction where they will take their test
- *If necessary*, set up one or more “tryout” sessions with student(s) to:
 - troubleshoot the [DRC INSIGHT Portal](#) login and videoconferencing software, including use of breakout rooms, screen sharing, and chat, and;
 - complete the Sample Items in the [Online Tools Training](#) (note this link does not work on Firefox for a Mac).
- Inform students that they must have some form of ID nearby during the test session to verify their identity (if they are not known to the test administrator)
 - Local identity verification procedures may be instituted at the program level, so long as the student taking a test can be properly identified, prior to taking the test

Two Days Prior

- Add learners and set up test sessions in the [DRC INSIGHT Portal](#)
 - Before learners can be tested, their information must be added to the DRC INSIGHT Portal. Instructions on how to register one learner at a time are displayed below and instructions on registering multiple learners simultaneously are presented next. Both sets of instructions are from the [DRC INSIGHT Portal User Guide for TABE](#) (DRC, 2018, pp. 37-40).



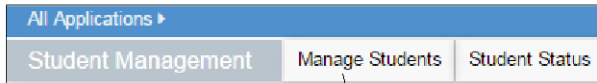
To add a student to Test Setup, do the following:

1. Click the **Manage Students** link in the Student Management menu 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.

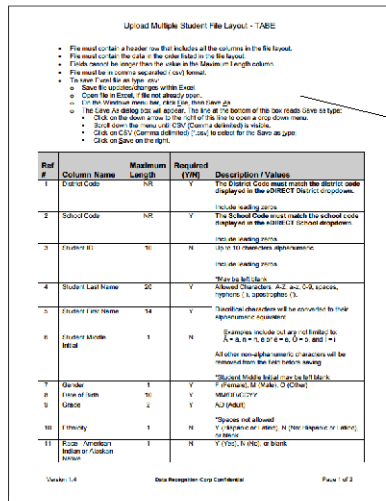
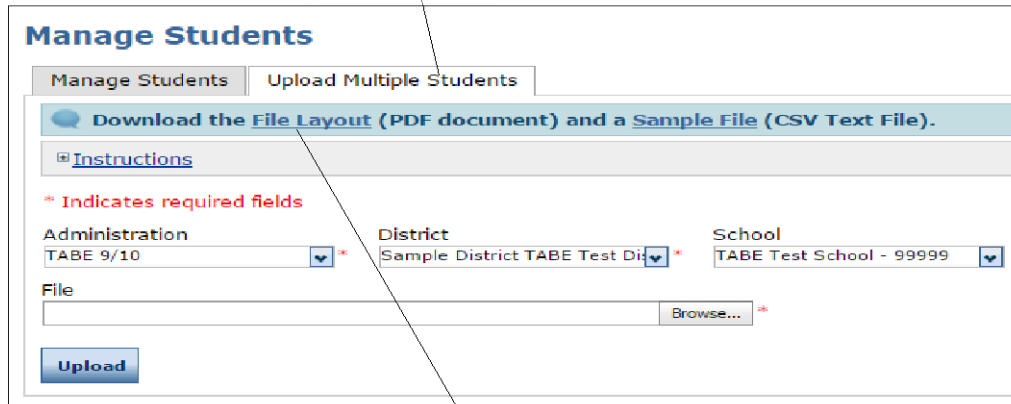
2. Enter the necessary information using the Student Detail, Accommodations, and Demographics tabs to add the student.

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.

- Multiple learner records may be uploaded at once using an Excel file saved in the comma-separated value (.csv) format:



1. Open the **All Applications** menu bar, click **Student Management** and click **Manage Students** to display the Manage Students page. Select the **Upload Multiple Students** tab.



2. The Upload Multiple Students tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.

Click the **Download the File Layout** link to display the Upload Multiple Student File Layout [TABE.pdf](#) file.

This file displays the required layout of the .csv file you will upload to BRC with rules, instructions, and examples describing how to create and format the file.

Manage Students

Manage Students | Upload Multiple Students

Download the [File Layout \(PDF document\)](#) and a [Sample File \(CSV Text File\)](#).

[Instructions](#)

* Indicates required fields

Administration: TABE 9/10 *

District: Sample District TABE Test Di *

School: TABE Test School - 99999

File: Browse... *

3. Click the **Sample File** link to download or display the TABESampleStudentFile.csv file.

This file is only a sample of the type of file you will upload to DRC.

Depending on the browser you are using, a dialog box may appear, allowing you to open or download the file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	District Code	School Code	Student ID	Student Last Name	Student First Name	Student Middle Name	Gender	Date of Birth	Grade	Ethnicity	Race - Am	Race - Asi	Race - Bl	Race - Oth
2	999999	999999	9999991	TESTER	STUDENT A		M	1/1/1990	AD	Y	Y	N	N	N
3	999999	999999	9999992	TESTER1	STUDENT A		M	1/1/1990	AD	N	N	N	Y	N
4	999999	999999	9999993	TESTER2	STUDENT A		M	1/1/1990	AD					
5	999999	999999	9999994	TESTER3	STUDENT1		O	1/1/1991	AD	N		Y	Y	
6	999999	999999	9999995	TESTER4	STUDENT1A		F	1/1/1991	AU					
7	999999	999999	9999996	TESTER5	STUDENT2		F	1/1/1992	AD	Y				

4. Use the TABESampleStudentFile.csv file to create, rename, and save a student file to upload.

Note: Be sure to keep the header column rows in the file you upload.

Manage Students

Manage Students | Upload Multiple Students

Download the [File Layout \(PDF document\)](#) and a [Sample File \(CSV Text File\)](#).

Instructions

* Indicates required fields

Administration: TABE 9/10 *
 District: Sample District TABE Test Dis *
 School: TABE Test School - 99999

File: Browse... *

Upload

5. After you have created a student file, click **Browse...** to locate it, select the file, and click **Open** to display it in the File field of the **Upload Multiple Students** tab.

Manage Students

Manage Students | Upload Multiple Students

Download the [File Layout \(PDF document\)](#) and a [Sample File \(CSV Text File\)](#).

Instructions

* Indicates required fields

Administration: TABE 9/10 *
 District: Sample District TABE Test Dis *
 School: TABE Test School - 99999

File: TABE Student File_Final.csv X Browse... *

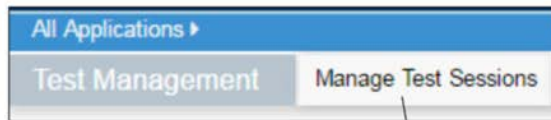
Upload

6. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors.

After the file has been validated, you can review its status. Error-free records are added to the Portal. If there are errors, a message displays. Records with errors are not added to the Portal, therefore, you must correct all errors and repeat Steps 5 and 6 until all records are added.

- Either before or after registering learners, it is necessary to create digital test sessions to which learners can be assigned. Each session must have a descriptive name and specify the test form (11 or 12), content area or areas (Reading, Language, Mathematics), and Level (E, M, D, or A) to be administered.
- All learners in a test session take exactly the same test unless they are in an Auto-Locator session. In Auto-Locator sessions, learners first take the same sections of the Locator, but then may take different levels of the regular test depending on their Locator result (they are automatically assigned, hence the name of this type of session).
- Once a test session is created, it is possible to add and remove learners as needed. However, it is not possible to change any of the test, content, and level selections. If a

mistake is made, it is best to delete the test session immediately and start over, before assigning any learners to the session. (The following images are from the [DRC INSIGHT Portal User Guide for TABE](#), DRC, 2018, pp. 60-62.)



1. To add a test session, open the **All Applications** menu bar and click the **Manage Test Sessions** option from the Test Management menu to display the Test Sessions page.

A screenshot of the 'Test Sessions' page in the DRC INSIGHT TABE system. The page has a dark blue header with the logo and 'DRC INSIGHT TABE'. Below the header is a navigation bar with three tabs: 'Test Management', 'Manage Test Sessions', and 'Manage Testing Windows'. The 'Manage Test Sessions' tab is active. The main content area is titled 'Test Sessions' and contains a form with several fields: 'Administration' (TABE 9/10), 'District' (SAMPLE DISTRICT - 99999), 'School' (TABE TEST SCHOOL - 11111), 'Last Name', 'First Name', 'Student ID', 'Session', 'Teacher' (All), 'Test' (AR), and 'Assessment' (AR). There are buttons for 'Show Sessions' and 'Print All Tickets'. Below the form is a table with columns: 'Select', 'District', 'School', 'Session Name', 'Assessment', 'Status', 'Begin Date', 'End Date', and 'Action'. The table is currently empty, with a message: 'Choose from the above filters and click on "Find Sessions" to view matching "Sessions"'. At the bottom of the page are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'.

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.

3. Enter a name in the Session Name field.

Add Test Sessions

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

Instructions

* Indicates required fields

Session Name * Teacher

Reading Locator *

Test

Content Reading Mathematics (includes Math, Computation and Applied Math.) Language

Level Reading Locator

Begin Date: 9/13/2017 End Date: 12/31/2020 Mode: Online

Search for Available Students:

Student Last Name Student First Name Student ID Grade Adult

Demographic (All) Accommodation (All) Teacher (All) Student Group (All)

Find Students New Student Clear

Available Students:

Students in Session:

Double-click to edit Student

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.

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.

- Right before testing begins (preferably when learners are already seated at a computer with the DRC INSIGHT software installed), each learner should be given a personal test ticket similar to the one below. All test tickets can be generated through the [DRC INSIGHT Portal](#) and should be collected after each testing session.

<p>TABE Online Test Ticket TABE CLAS E</p> <p>STUDENT TESTER Student ID: 9999998</p> <p>Username: STESTER92 Password: CHIN XXXXXXXXXX</p>
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- Set up videoconferencing sessions in the program’s preferred videoconferencing platform
 - Ensure all participants are muted upon entry
 - Limit chat messages to only be allowed between participants and the host (not among students)
 - Assign students to breakout rooms
 - Determine in advance how long the test session will be, allowing for initial identity verification, login troubleshooting, test selection, and test administration
 - Develop protocol for additional test sessions if needed by students to complete testing
 - Ensure that software allow for screen sharing from participants to host
 - Do not record test sessions
- Contact student(s) to confirm the test session, providing the videoconferencing link
 - **Do not provide or post this link publicly**
- Provide students with the URL for the [DRC INSIGHT Portal](#) and the INSIGHT test ticket
- Remind student(s) that some form of ID must be accessible during testing for verifying identity, subject to program identification verification procedures
- Identify any assessment accommodations for students that may be need, considering instructional accommodations typically provided.
 - Arrange for those supports to be present and/or available during the test session

Day of Testing

Before the Test Session

- Send reminder to student(s) about the test session (email, text, phone is fine – whatever mechanism the program uses to communicate with students is fine)
- Remind students that the TABE CLAS-E Writing cannot be taken on a phone
- Log into the videoconferencing software about 15 minutes before the start of the test session, allowing time for troubleshooting if needed

Starting the Test Session

- Greet student(s) and take attendance for the session
- Verify identity of students not known to the test administrator
- Explain to the student(s) how the test session will work
 - Each student will be in a breakout room for test administration

- Students should plan to stay in the breakout room, as well as the physical space they are in, for the duration of the test session
- Students should not disable their camera during the test session
- At any time, students may be asked to share their screen with the test administrator
- Failing to comply with the screen sharing request from a test administrator may result in the test session being invalidated for the student
- Inform students that they should use the chat feature to privately let the test administrator know when they have finished all test questions.
- Advise students that if the videoconferencing feed is interrupted for any reason, they should stop responding to test items immediately and contact the Test Administrator using phone, text, or email (outside of the videoconferencing platform).
- Send students to their individual breakout rooms.
- ‘Meet’ with each student in their individual breakout room. Assist with logging in to the [DRC INSIGHT Portal](#) and instruct them on which content area to take.

During the Test Session

- Have the students follow the on-screen directions
- Remain in the main meeting room during the test session, virtually checking in on each breakout room as needed
- Monitor the chat record for requests for help from students
- Test administrators and students must adhere to the time limits of the publisher for all TABE tests
- Use the camera feed from each student to monitor the student for suspicious/cheating behaviors (movement in physical space, use of cellphone, etc.)
- Monitor progress by asking students to share their screen at any time to see what number question they are on

Ending the Test Session

- For each student, enter the breakout room and ask the student to share their screen to confirm that the test has been submitted. While still screen sharing, ask the student to end the test session and close out of the [DRC INSIGHT Portal](#), confirming that the student has successfully done so.
- You may allow students to leave the videoconferencing as they finish the session, or you may ask them to wait in the main meeting room and dismiss students as a group

Scoring the Answers

- Please refer to the TABE Complete Language Assessment System – English Online Test Administration Manual pages 37-51 for an overview of scoring the student writing tasks within the DRC INSIGHT Portal
- TABE CLAS-E Writing Scorers are reminded that while resources are in the DRC INSIGHT Portal for scoring, in Massachusetts they should use the materials that they were given at training (updates are posted on the [ACLS Test Help blog](#)), particularly the [Supplementary Scoring Guide](#)

After Testing

After a test session is over, several on-demand reports become available under the “Report Delivery” tab, including profile reports (with information about the latest test learners completed) and portfolio reports (with information about all tests taken on the Portal).

TABE Online Resources

We strongly recommend that practitioners who will be administering TABE CLAS-E Writing tests remotely peruse the following resources prepared by DRC.

Remote Testing Guidance from DRC

- [DRC’s Remote Proctoring Guidance](#) (download the document, and then click on the link(s) of interest, or click on the links below directly)
 - [TABE Locator Examiner Instructions for Locator Testing](#)
 - [TABE Examiner Instructions for Remote Testing](#)
 - [TABE Locator Student Instructions for Locator Testing](#)
 - [TABE Student Instructions for Remote Testing](#)

DRC Instructions for Using the DRC INSIGHT Portal

- [DRC Insight Portal User Guide](#) (PDF)
- [TABE Online Quick Start Guide](#) (PDF)
- [Short video demos of the most common TABE Portal functionalities](#) (interactive website)
- [Online Tools Training](#) (interactive website to help staff and examinees become familiar with TABE Online features; includes multiple practice tests)
 - Please Note: You must have/use the Google Chrome browser to access the DRC INSIGHT portal on a Mac
- [TABE Documents Library](#) (click on “Documents” tab, then from the drop downs select “TABE” and “Manuals and Training Materials”)
 - Of particular interest here is the INSIGHT Portal User Guide, the TABE 11 & 12 Online Training Videos, the TABE Online Quick Start Guide, and the TABE Help with Brainshark Videos.
- [TABE On-Demand Tutorials](#) (click on the “On-Demand Tutorials” tab)
 - Of particular interest here are Quickstart Guide Training for TABE Online, TABE Online Managing Users in the DRC INSIGHT, TABE Online Student Management in the DRC INSIGHT, TABE Online Test Session Management in the DRC INSIGHT Portal, TABE Online Report Delivery in the DRC INSIGHT Portal, and Introduction to the DRC INSIGHT Portal for TABE Online.

TABE Webinar Series

The following is a selection of webinars from the [TABE Webinar Series](#) prepared by DRC, the publisher of the TABE CLAS-E Writing assessment:

- [TABE Thursday February: TABE CLAS-E Online Release](#)
- [Curriculum and Instruction for TABE CLAS-E Writing](#)
- [Enhanced, Affordable Scanning Option for TABE CLAS-E Writing](#)

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