

## **Supplementary Guidance**

### **Physically distant in-person testing guidelines: TABE 11/12**

The following guidelines are intended to help your program and its test administrators ensure that both students and staff stay safe and healthy and help prevent the spread of COVID-19. The provided guidance is for test administrators but should also be reviewed by programs, considering the collaborative effort that 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 11/12 via physically distant in-person testing.

Test administrators can review the TABE 11/12 training for general administration of the TABE 11/12 at any time by accessing the training modules on the [ACLS Test Help Blog](#). This module is a supplement to those existing training module to provide guidance specific to physically distant in-person (PDIP) testing, related to requirements for the health and safety of program staff and students due to COVID-19.

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).

#### **Policy Reminders**

Programs using the TABE 11/12 in FY21 can use the online and paper-based versions of the TABE interchangeably. This means that the online test (delivered in person or remotely) OR the paper test (delivered in person) can be the pre-test, and likewise the online test (delivered in person or remotely) OR the paper test (delivered in person) can be the post-test. Programs can use different delivery modes for pre-test and post-test.

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

#### **Before Testing**

##### **Preparing as a Test Administrator**

- Review local/program guidance on physical distancing and handwashing/sanitizing
- With program administration, develop protocols to maintain social distance when students are entering and exiting the building and moving through the building (including to and within restrooms) when feasible
- With program administration, develop plans to ensure that students do not congregate in common spaces
- With program administration, develop plans to guide and maintain routine cleaning and disinfecting

- Be prepared to respond to the presence of COVID-19 at the test site, including shutdown for cleaning/disinfecting high-touch surfaces, and contact tracing and communication around isolation/self-quarantining of people in contact with sick individual(s)

### Scheduling Test Events

- Contact student(s) to schedule test session
  - Programs should use their established methods/strategies to communicate with students to make initial contact for testing as well as follow-up around scheduling
  - Texting / WhatsApp is fine for communication if students and programs use such approaches
- Limit the number of examinees per test event to adhere to program physical distancing guidelines
- Communicate with students about expectations for hand washing and hand sanitizing, either at time of scheduling or leading up to testing (e.g., encourage students to wash hands before arriving to their testing session)
- Inform students that they must wear face coverings/masks at all times while at the testing site except in cases where masks cannot be worn for medical reasons
- Inform students that they must complete a health self-assessment before going to a program site on the day of testing (one online option is [Buoy from the Massachusetts Department of Public Health](#))

### Setting Up the Testing Site

- Arrange workspaces so they are spaced at least six feet apart and facing the same direction. This may mean seating examinees at every other computer or spreading out students with laptops if using the online test, or assigning students to desks or table space that is appropriately spread out to work on the paper test.

## Day of Testing

### Setting Up the Testing Site

- Ensure restrooms and adequate supplies are available for proper hand hygiene
- Determine assigned seating for students in advance of testing (i.e., each student should be assigned to a specific computer workstation or table/desk)
- Make hand sanitizer available to all persons at the test session
- If using the online TABE CLAS-E Reading, administered through the [DRC INSIGHT Portal](#), 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 style="text-align: center;"><b>TABE Online Test Ticket</b> <b>TABE 11</b></p> <p><b>JOHN</b> <b>DOE</b> Student ID: 1234567890</p> <p><b>Username: DJOHN7</b> <b>Password: DUST8976</b></p>
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- If using the paper-based TABE 11/12 test, identify the materials (e.g., locator and/or specific test level booklets) in advance of testing, and prepare materials accordingly (e.g., placing materials at each student’s assigned seat)
- Avoid passing test materials directly between people whenever possible

#### Personal Behavior Guidance for Test Administrators

- Complete a health self-assessment before going to a program site
- Wear a cloth face covering at all times while at the testing site except in cases where masks cannot be worn for medical reasons
- Maintain a distance of at least six feet between students and test administrators to the maximum extent possible (e.g., use signs or tape to mark six-foot distances and where to stand)
- Engage in frequent hand washing and hand sanitizing
- Abide by local guidance in addition to guidance from the state of [Massachusetts](#) and the [Massachusetts Department of Elementary and Secondary Education/Adult and Community Learning Services](#) unit

#### Advising Students

- Advise students to frequently wash and sanitize hands according to [Massachusetts state guidelines](#)
- Advise students to avoid touching their face
- Inform students that they must wear face coverings/masks at all times while at the testing site except in cases where masks cannot be worn for medical reasons

#### Maintaining the Testing Site

- Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, desks, tables, telephones, and keyboards) according to local and/or Massachusetts guidelines.

#### Administering the TABE 11/12

- Given these physically distant conditions, test administrators should otherwise follow the usual procedures for administering the TABE 11/12 tests, using paper-based materials or the DRC Insight online platform to have the students complete the test items

## After Testing

### Advising Students

- Encourage students to wash their hands after testing
- Remind students to keep face covering on until they have exited the testing site, at a minimum
- If anybody reports symptoms after testing, provide recommendations for contact tracing & communication about isolation/self-quarantine

### Maintaining the Testing Site

- Clean and disinfect each computer workstation and/or desk or table used at the end of each test and also at the end of the day
- Properly store testing materials at the end of each test (e.g., pencils set in a box marked for disinfecting, used scratch paper stored in a plastic bag, etc.)
- For paper-based tests, collect materials and set aside for 24-48 hours if possible prior to scoring. If this is not possible, follow the guidance above for handwashing and hand sanitizing after handling paper-based test materials