



North Carolina
Community College System

NCCCS TABE Remote Testing Q & A Session

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● ● ● **DRC INSIGHT**
Tests of Adult Basic Education (TABE®)
Forms 11&12

TABE Remote Testing



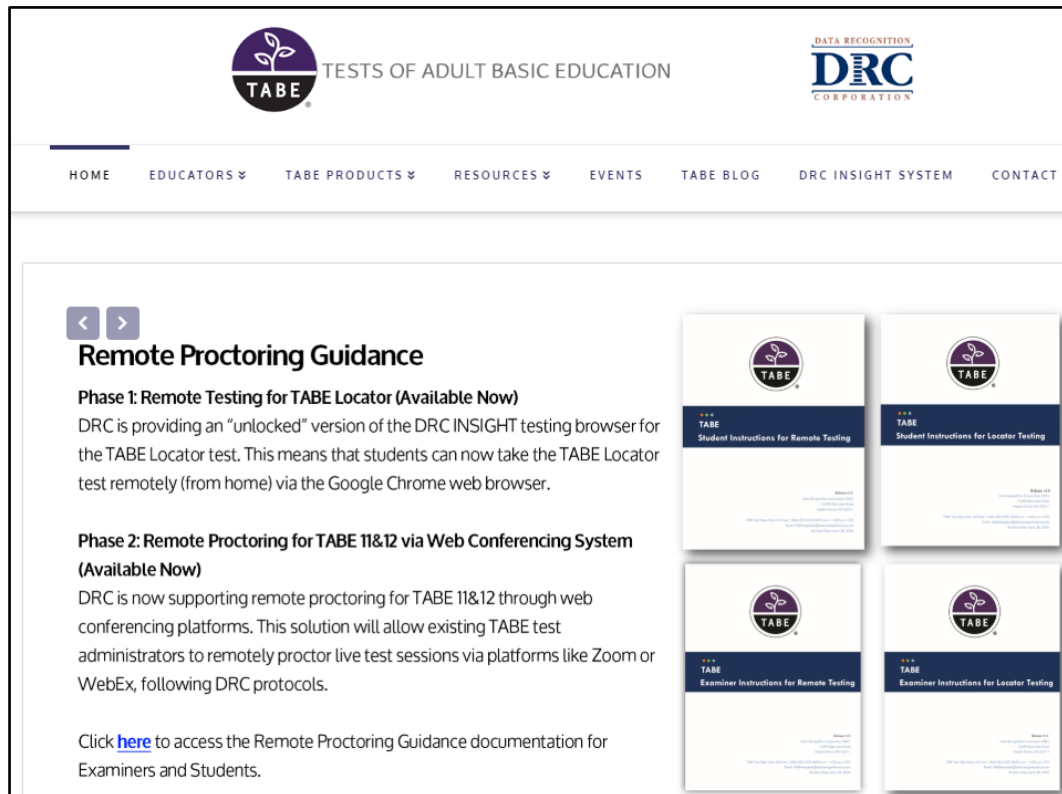
- Phase 1: TABE Locator Test, non-proctored
 - Available now

- Phase 2: TABE 11&12 and TABE CLAS-E, and TABE 9&10 proctored via web conferencing platforms
 - Available now

- Phase 3: Remote proctoring via ProctorU
 - Availability starting late Summer

Remote Testing

- Designed for existing TABE Online users. New users are encouraged to review the full TABE Online trainings prior to starting remote testing.



The screenshot displays the TABE website's "Remote Proctoring Guidance" page. At the top, the TABE logo and "TESTS OF ADULT BASIC EDUCATION" are on the left, and the "DATA RECOGNITION DRC CORPORATION" logo is on the right. A navigation menu includes links for HOME, EDUCATORS, TABE PRODUCTS, RESOURCES, EVENTS, TABE BLOG, DRC INSIGHT SYSTEM, and CONTACT US. The main content area features a "Remote Proctoring Guidance" section with two phases:

- Phase 1: Remote Testing for TABE Locator (Available Now)**
DRC is providing an "unlocked" version of the DRC INSIGHT testing browser for the TABE Locator test. This means that students can now take the TABE Locator test remotely (from home) via the Google Chrome web browser.
- Phase 2: Remote Proctoring for TABE 11&12 via Web Conferencing System (Available Now)**
DRC is now supporting remote proctoring for TABE 11&12 through web conferencing platforms. This solution will allow existing TABE test administrators to remotely proctor live test sessions via platforms like Zoom or WebEx, following DRC protocols.

At the bottom of the text, a link is provided: "Click [here](#) to access the Remote Proctoring Guidance documentation for Examiners and Students."

To the right of the text are four document thumbnails, each with the TABE logo and a title:

- Top-left: "TABE Student Instructions for Remote Testing"
- Top-right: "TABE Student Instructions for Locator Testing"
- Bottom-left: "TABE Examiner Instructions for Remote Testing"
- Bottom-right: "TABE Examiner Instructions for Locator Testing"



Process for Remote Proctor Testing




TABE

Examiner Instructions for Remote Testing

Release v1.0

Data Recognition Corporation
(DRC) 13490 Bass Lake Road
Maple Grove, MN 55311

TABE Test Help Desk, toll-free: 1.866.282.2250 (8:00 a.m. – 4:30 p.m. CST)
Email: TABEhelpdesk@datarognitioncorp.com
Revision Date: April 28, 2020




TABE

Student Instructions for Remote Testing

Release v1.0

Data Recognition Corporation (DRC)
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Process for Remote Proctor Testing



Remote Testing Tips

- WE HIGHLY RECOMMEND THAT YOU SIMULATE A REMOTE TEST SESSION WITH YOUR WORK COLLEAGUES BEFORE ATTEMPTING TO ADMINISTER AND PROCTOR TABE WITH STUDENTS.
- You may want to schedule an Orientation Web Meeting with your students, a few days before their actual remote test web session, to go through the Online Tools Training and expose them to the web meeting software. This will allow you to uncover any system issues they may have and answer student questions prior to their actual test day.
- Create a document to stay organized during testing. Include:
 - Meeting details: meeting link, date, start time and stop time
 - Student details: name, email, test login credentials, private room #
 - Record any unusual events that occurred during testing
- Provide test link and login credentials during your Web Meeting, not before
- Only include students who are taking the same form and level of the TABE test in the same Web Meeting. This will allow you to give the same test directions to the whole group.
- Assign students to individual private rooms. Add the student's room number, and the number of sheets of scratch paper on your document.

Managing Your Web Meeting

Students may find remote testing stressful and/or disorienting. After a brief introduction, it helps to let them know what to expect, as they go through the experience.

In the Main Meeting:

- Let the students know that you will have to leave the Main Meeting to work with students individually in their private rooms. Tell the group that you will be watching, and that you will return to the main meeting after each student has been checked in.
- Let the students know that they cannot stand or leave the room during the Web Meeting
- Explain how to use the chat, or "raise their hand" in the software, to get your attention if they have questions.
- Watch for suspicious activity, such as students moving outside of the camera frame, cellphone glow, and reflections in mirrors or glasses.
- Explain how students should let you know when they have finished their tests, and how they will be dismissed from the Web Meeting. Ask them to destroy the scratch paper they used during testing.

In the Private Rooms:

1. Invite students, one at a time, to meet with you in their private room.
2. Validate the student's identification according to the requirements of your program. This may include capturing the number from the student's government issued ID card as they hold it up to the camera and/or confirming the correct spelling of the student's name and other details.

Process for Remote Proctor Testing



■ General Examiner Guidelines

- Practice, Practice, Practice
- State approval for Remote Proctoring needed for WIOA-funded providers
- Examiner needs to be familiar and trained in using TABE Online
- Examiner needs to use a supported web conferencing platform (Zoom, WebEx, Google Meet, Microsoft Teams, Skype, GoToMeeting, Blackboard Collaborate) and be trained in the use of the system
- Must have computer audio and webcam capabilities (examiner and student)
- Remote Proctoring limited to five students in one web conferencing session

Remote Proctor Testing FAQ



- TABE Online account needed
- Google Chrome browser required
- Web conferencing system provided by local program
- No cell phones
- Web cams required
- Practice needed prior to starting
- Small groups of five or fewer students testing at one time
- If the Internet goes down for students, TABE Online will bookmark the progress
- Proctors can end a student's test by logging in as the student
- Programs should plan for students taking one test per webinar session
- Reports available after students complete each test through TABE Online Portal



TABE 11&12 Resource Materials



- TABE DRC INSIGHT Portal – General Information – Documents
 - DRC INSIGHT Documentation
 - TABE Online Training Videos
 - TABE 11&12 Scoring Guide
 - Test Administration Manual
 - Test Directions

- TABETest.com
 - Full Remote Proctoring Guidelines
 - Sample Practice Items
 - Objective Structure
 - Test Blueprints
 - Online Tools Training
 - Accommodation Guidelines

DRC Product Support



Support Hours: 7 AM to 7 PM CST

Product Support Phone: 866.282.2250

Email: tabehelpdesk@datarecognitioncorp.com