

Below are frequently asked questions regarding TABE. If you are unable to find the answer to your question below, please email CMAhon@dwd.in.gov or the appropriate contact on the Contact Us Tab.

Testing Materials & General Test Questions

1. Why did I receive an invoice for materials that I ordered from the DWD-approved order form?

CTB may send you an invoice for your records. Note that the “Bill to” addressee is the DWD. If the invoice indicates that you are responsible for payment after ordering from the approved DWD order form, please fax the invoice to 317-232-1821 to the attention of Cory Mahon or scan and email it to cmahon@dwd.in.gov.

2. How long does it take to deliver an order?

It takes approximately 3-4 weeks from submission of the TABE order to the DWD to receiving the order at your location.

3. Why am I not able to type on the order form?

The TABE order form is a protected document which means that you are only able to enter information in certain fields. For this form, you can only enter the “Ship To” information, and the quantity of each item that you are ordering. The total per item and total over all should be calculated automatically.

4. What is meant by “Locator,” “Complete Battery,” and “Survey?”

The TABE Locator is a pre-test that determines at what level a test taker should be examined. DWD policy 2011-13 states that the TABE Locator must be administered prior to a student’s initial TABE exam. Complete Battery refers to the version of TABE that asks the most questions in each subtest. Survey covers the same learning objectives as Complete Battery, but it asks fewer questions per learning objective.

5. What is the difference between a Complete Battery test and a Survey test?

# Items	Testing Time	Content Area	#Items	Testing Time
50	:50	Reading	25	:25
40	:24	Math Computation	25	:15
50	:50	Applied Math	25	:25
55	:55	Language	25	:25
195	2 hrs 59 min	Totals	100	1 hr 30 min

As can be seen in the table above, the Complete Battery asks nearly twice as many questions and takes nearly twice as long as the Survey version of TABE. Asking more questions causes a 1-3% more reliability in the accuracy of the scores. Either Complete Battery or Survey may be used by Adult Education. The optional subtests of Vocabulary, Language Mechanics, and Spelling are identical between the two tests.

6. What do the different levels (A, D, M, E, and L) stand for?

A = Advanced (9.0-12.9); D = Difficult (6.0-8.9); M = Moderate (4.0-5.9); E = Easy (2.0-3.9); and L = Literacy (0.0-1.9). Level L is only available for the Paper and Pencil test, not TABE Online. Each level provides valid score ranges that go +/-2.0 the ranges stated here.

7. Why do we need the Locator?

The Locator is a tool designed to help you determine the best level at which to test a student. It is required by the DWD Assessment Policy. The questions on the Locator do not change, so a second administration of the Locator is not likely to produce reliable results since students have already seen all of the questions

8. Can I change focus subjects on a student after the student has made gains their previous focus subject?

Only one focus subject may earn gains for a program year.

For a new program year, you may change the focus subject for a student after the student has made gains.

You will not be able to make the same reimbursement gains for the same student by using different focus subjects. If you reach a new level of reimbursement gains under the new focus subject, then you will receive that reimbursement

9. If a student has an Individual Education Plan from a public school, can the student receive accommodations for TABE testing?

Yes, IEP's are acceptable documentation for administering accommodations. Please keep a copy of the document in the student's file.

TABE is not normed for use of accommodations, so administering them should only be done when necessary and properly documented.

10. If a student exits the program at an EFL of 3, then returns later and tests at an EFL of 2, which is the students EFL?

You will need to use the student's most recent EFL scores for instruction.

Any reimbursements earned by a student, cannot be earned again under the same student.

11. Why can't I fix the errors that InTERS is reporting?

There are a variety of reasons that InTERS might indicate an error.. For help on your specific issue please contact your regional InTERS technical support personnel:

Regions 5 and 6: Matt Crites mcrites@dwd.in.gov

Regions 1, 4, and 7: Brinn Sisco bsisco@dwd.in.gov

Regions 2, 3, 8, and 11: Jedd Vance jvance@dwd.in.gov

Regions 9 and 10: Cheryl Jones cjones@dwd.in.gov

12. How long is the Locator valid?

The Locator should only be administered before a student's first TABE assessment. After the first pre-test, a student's previous test score and progress during class time should determine the post-test level.

Testing Procedure Questions

- 1. If a student consistently struggles to complete a portion of the TABE in the allotted time, is it appropriate to take the timer off the exam?**

No, it is not appropriate to provide any accommodations for students unless there is written documentation from a medical professional indicating that such an accommodation is needed. TABE is not normed for untimed test taking, which means that it does not reflect this advantage in the test results. This applies for both TABE and TABE Online.

- 2. If a client is deficient in only one area, does he or she need to be post-tested in all areas?**

It is recommended that students be post-tested in all subject areas to ensure that improvement is being made in all areas. Once a student has attained an EFL 6 in a subject, then the subject does not need to be tested again.

- 3. If a client is pre-tested with the paper-and-pencil test, can the client be post-tested with TABE Online?**

Yes, customers can be pre-tested and post-tested on the different versions of TABE. CTB/McGraw-Hill conducted a study which determined that the NRS levels scores remained consistent between the two tests.

- 4. Can I post-test a student prior to the student completing the suggested number of instructional hours?**

A student can be post-tested before receiving the suggested number of instructional hours but only if mastery of the subject materials can be demonstrated in some way. Any early post-testing must be approved by an administrator. A student may also be post-tested early if he or she indicates he or she will be leaving the program. Post-testing a student before the recommended number of hours should not be a regular occurrence.

- 5. Should students guess on the Locator?**

No, students should not guess on the Locator. The Locator is likely to cover skills that have not been taught yet because it is trying to gauge how advanced the student is. When a student comes to a question the he or she does not know, he or she should leave it blank to give the most accurate Locator results.

- 6. If a student scores at the bottom range of a level on the Locator, is it okay to administer the lower level test?**

Yes, it is okay to administer the lower level exam if a student scores on the lower boundary of TABE level. The Locator should act as a tool for the teacher when the teacher is using his or her professional expertise to determine at what level a student should be tested. For example, the GE scores for level M are 4.0-5.9 and the GE scores for level D are 6.0-8.9; if a student scores a 6.1 on the Locator, it is permissible to administer the level M test. This allows for more options when post-testing, but it does create the potential for invalid results.

- 7. Are calculators permissible during the TABE test?**

Four function calculators may be used during the Applied Mathematics portion of the test. The Math Computation section is not normed for calculator use.

- 8. Should I administer a student's post-test at the same level as his or her pre-test?**

The answer to this question is not straight forward. If a student has displayed a basic mastery of the skills at the level in which he or she was pre-tested, then he or she should be post-tested at the next highest level. If a student has not displayed basic mastery of the level's skills, then it is advised to administer the post test at the same level as the pre-test.

- 9. What do I do if a student does not have the time to take all of the required TABE subtests?**
Both TABE Online and TABE Paper/Pencil can be administered over several days. The various subtests may be administered on different days, but an individual subtest must be completed in the same sitting in which it is begun. If a student must leave in the middle of a subtest, then that subtest must be invalidated.
- 10. Will TABE Online Test Takers be able to access online resources to look up answers while taking the test?**
No, test takers should not be able to access the internet during the test. The screen is completely taken up by the exam window and a “lockdown” feature is implemented which keeps any other computer program from being opened while TABE is running. The screen remains locked down until the test is completed.
- 11. If a student’s Total Math Score is valid, but he or she has an invalid math subtest, then does a retest need to be administered?**
No, a new test does not need to be administered to the student if the Total Math Score and at least one subtest (Applied Math and Math Computation) are in the valid range. A student may have an invalid subtest in math as long as the Total Math Score is in the valid range.
- 12. Why have I been told that I have to test my students within 90 days of their last test?**
Any valid test given on or after April 1 counts for the next program year as long as there is not a 90-day gap in attendance.
If at any point during a program year there is a 90-day gap in attendance, which may include a failure to report attendance hours on InTERS, the student must be tested again.
- 13. Can a student get gains if I post-test him or her at a higher level than I pre-tested him or her?**
Yes, a student can get gains if you post-test at a higher level than you pre-tested.
- 14. Should I enter a score into InTERS even if the student did not make any gains?**
Yes, each time a post-test is given, all results should be entered into InTERS even if there is no gain made by the student.
- 15. Why do invalid test scores exist?**
An invalid score means that a student’s score on that test level is not an accurate measurement of his/her educational functioning level.
Every Level has been determined to be accurate for a certain educational functioning range based on a pre-determined number of correct answers for that test level. If enough of a student’s answers fall significantly outside of this range, then the test results are not accurate and thus produce an “invalid score.”
More information can be found in the CTB McGraw Hill’s Norms book.
- 16. How do I deal with students who score too high/low on his or her initial test, then too low/high on the re-test?**
There is no easy answer to these situations. Unfortunately the student will have to continue to be retested until he or she gets a valid score.
Often, the second test is not taken seriously by the student because it is seen as unnecessary. It is important to have a conversation with students prior to retesting them so that they are aware of why they are being retested and the consequences of blowing this test off.
The locator is only a tool. Teachers can view the number of questions a student answers correctly for each subtest on the Locator in order to help determine the best Level to assign.
- 17. When I begin a new school year, should I use the Locator to find my students’ levels?**

No, the Locator should only be administered to a student one time. After that, the students' test scores and class work should be used to determine the next testing level.

TABE CLAS- E

1. What is TABE CLAS-E?

TABE Complete Language Assessment System – English is the official replacement of CASAS for testing ESL students.

2. Why would advanced ESL students receive such poor scores on the reading section of TABE CLAS-E?

Advanced students are likely to race through TABE without paying much attention to detail. An analysis of questions missed for an advanced student will likely show a trend of morphologically based questions such as selecting the correct verb conjugation or the correct there/their/they're. Encourage all of your students, especially the advanced students, to take their time and pay attention to detail to avoid getting scores that are lower than they ought to be.

3. What sub tests are required to administer for TABE CLAS-E?

Indiana State Assessment Policy requires that one of three sub tests be administered: reading, writing, or listening. The other sub tests may be administered as well, but they are not required.

TABE Online Administrative System (OAS)

1. How do I get administrative access to TABE Online?

The assigned administrator for your region should be able to add you to the official list of proctors/coordinators for your site.

2. How do I give someone administrative access to TABE Online?

Click the "Add User" button in the column on the left of the screen. Follow the onscreen instructions from there.

3. I am having trouble downloading content for TABE Online. What should I do?

If you are having any technical issues with TABE Online, please contact Cara Quinn at 866-282-2250. If you are having issues with TABE paper-and-pencil or CLAS-E, contact Jerry McCanna at 317-581-9404.

4. Why do I see a very limited number of students on the Locator Test Report?

There are two ways to assign a TABE Locator test: 1. Keep the box checked when you schedule a test, and then, the corresponding TABE level will automatically be assigned. 2. Assign the Locator as a separate session from the Complete Battery or Survey, analyze the Locator results, and assign the appropriate level subtests. Only the Locator tests administered separately from the Complete Battery show up in the Locator Test Report.

5. How do I view assessment results for clients that did not originally test under me, but I am working with them now?

There is a statewide user ID that can be used to extract data from other sites. Each Adult Education Director should have access to this ID. If you are having trouble figuring out whom to contact, then email Cory Mahon at cmahon@dwd.in.gov; he will be able to direct you to the correct person.

6. What are the different functions for each role of TABE Online Administrator?

- **Administrator** – This role is responsible for administering every level below their own in their organizational hierarchy.
- **Administrative Coordinator** – This role can access all student and test admin functions.
- **Coordinator/Teacher** – This role can create tests, but it cannot add new students to the system.
- **Proctor** – Proctors are in the classroom/computer lab on the test day. They are responsible for giving students instructions on accessing the system and monitoring students during the test session.

7. What are the steps to set up a test session?

First-time test takers are strongly encouraged to view the TABE Tutorial to ensure valid scores.

1. Click Schedule Test.
2. Choose a test from the Test Group drop-down menu. The Tests table will refresh.
3. Click circle next to test or tutorial to select test. (Locator test is chosen by default Click to uncheck if not needed.)
4. Read User Guide Chapter 2 for complete information about required student test access codes.
5. Click Modify Test (if applicable) to change the available subtests and order of subtests. Click Done.
6. Click Next and continue to follow the on screen instructions.

8. How do I select Test Settings?

1. Scroll down to Options. Uniquely name Test Session, specify Start date/End date, select Start time/End time, select Time zone, and specify Test location.
2. Click Add Students, or skip to step 7.
3. Select an Organization to display students.
4. Click Add All Students or click checkboxes in Select column.
5. Click Update Total.
6. Click OK.
7. Click Next and continue to follow the on screen instructions.

9. How do I register a student for an existing test session?

1. Click circle to select Test Session.
2. Click Register Student. Click Search on Find Student tab to list all students already in database or enter search criteria and click Search.
3. If student is not listed, click Add Student tab. Enter information.
4. If needed, modify test for this student only. Click Next.
5. Print Individual Test Ticket. Click Finish.

10. Is a student's information safe on <https://www.oas.ctb.com>?

Yes, the student's information is secure. The "s" on "https" is for "secure." It means that a website requires a user ID and password to access any information on the site.

11. What reports are automatically generated by TABE Online?

- Individual Reports - shows Scale Score, GE, NRS level, includes GED predictor and individual student objective performance.
- Group List Reports - Shows test results, grade equivalents (GE) and NRS levels for a group of students.
- Item Analysis Reports - indicates the individual item performances, grouped by objective and sub-skill, includes the correct answer and students' answer for each test item.

- Locator Test Report - Indicates the number of test items answered correctly in each subject area of the Locator Test and corresponding TABE level(s) to administer.

12. If someone with administrative access leaves my organization, should I delete their account?

No, do not delete their account because all students and tests that have been registered by this user are linked to his or her account. Deleting the account will delete all the information about those students and tests. Have a person with Administrator level access change the password to the account so the user cannot login again.

13. Why can't I see a student's test results immediately after he or she takes a test?

If you go through the reporting bar near the top of the screen, it can take up to an hour to view student results. This is due to the way CTB aggregates data. However, they have included a new function which allows you to immediately view student's results:

1. Find the test session which the student just completed.
2. Select the View Status button.
3. Select a student and select the View Student Report button.

Accessing the reports this way is usually possible within a few minutes of the test being completed.

14. Why aren't TABE Online and ITTS "talking" to each other anymore?

TABE Online and ITTS are still "talking" to each other. If your site is experiencing difficulty, it may be a technical issue for your site. If your IT personnel cannot solve the issue, then contact CTB customer support: (866) 282-2250.

15. How can I see the skills that need improved upon by a student taking TABE Online?

You may see run an individual report that shows specific details on how the student performed on each section of the assessment.

Here's how to the run the report: Choose to run an Individual Portfolio Report. After selecting the desired student and hitting the Submit button, click on the magnifying glass/bar graph icon beside the date the test was initiated.