

# Administering the Listening Test:

- Group Administered
- Testing Time: 20 minutes

Let's get started Administering the Listening test!

Materials Needed:

- ✓ Form A, Level 3 Test Book
- ✓ A SCOREZE answer sheet
- ✓ Form A, Level 3 Test
- ✓ No. 2 pencil
- ✓ Level 3 Audiocassette/CD
- ✓ Audiocassette/CD player





# Administering the Listening Test:

Use your “Test Directions” Booklet. Double check the Level and Form.

### Listening—Specific Directions

Listening  
20 Minutes

#### Directions for Administering Listening

The Listening test is administered both by the examiner, who will read some of the directions, and by a recording that contains the main content of the test. The examiner will read the directions at the beginning and end of the test and directions pertaining to the sample items throughout the test. Sample items, test items, and listening passages are recorded on the audiocassette/CD and are printed, enclosed in frames, in this test directions manual.

To maintain a steady pace, procedural directions such as instructions to turn the page are included on the recording and are indicated in this test directions manual by “Recorded directions.” While the recording is playing, the examiner may need to demonstrate the correct page or place where the examinee should be by holding up the test book; this will be indicated by a book icon.

When you hear a beep on the audiocassette/CD, press the pause button so that you can read the directions and answer any questions the examinees might have. There will also be an indication in this manual of when to pause or play the audiocassette/CD; this direction is indicated in parentheses.

Although ample time is provided on the recording for examinees to find an item or turn the page, you may need to pause the audiocassette/CD as necessary. However, do not replay the questions or answer choices. At the end of the last track, you will hear three beeps indicating the end of the recording.

 Ensure that each examinee has a test book and an answer sheet matching the test book level. Note that the examinee may be taking the Listening and Speaking tests at a different level than the Reading and Writing tests. Any examinee who is taking Level 1 tests in combination with tests at a higher level must use the Levels 2, 3, 4 answer sheet for BOTH the Level 1 tests AND the higher level tests. Ensure that examinees fill in the appropriate circle for Level 1, 2, 3, or 4 in the box at the top of the Listening section on the answer sheet. This will also indicate the level of Speaking at which the examinee has tested.

Examinees should have filled in the examinee-identifying information on the front cover of the answer sheet.

**SAY** Open your test books to the Listening test on page 13. The page should look like this.

 Demonstrate with your copy of the test book. Ensure that all examinees are on the correct page in their test books.

**SAY** Find the Listening section on your answer sheet. The page should look like this.

Demonstrate with your copy of the answer sheet. Ensure that all examinees are in the correct place on their answer sheets.

**SAY** We will begin by doing a sample question together. You will mark your answer to the sample question for the Listening test in the box on the answer sheet.

### Listening—Specific Directions

On the CompuScan answer sheet for Levels 2, 3, 4, you will see circles for Samples A, B, C, and D. Note that there is not a Sample C or Sample D for Level 3.

**SAY** For each question, fill in only the circle that goes with the answer you choose. Fill in the circle completely and make your mark heavy and dark. If you want to change an answer, completely erase (say “cross out” for SCORE answer sheet) the mark you made before making the new mark.

#### Sample A

**SAY** Look at Sample A. In this part of the test you will listen to people talking. Then you will answer a question about what you heard.

 Point to Sample A, and then point to the answer choices. Pause to ensure that all examinees have found Sample A.

**SAY** Sample A has three answer choices. You will hear the answer choices spoken aloud as you read them in your test books. Fill in the circle that goes with the answer you choose. Fill in only one circle.

Ensure that all examinees understand the directions.

**SAY** Are there any questions?

Pause to allow questions. You may repeat the directions if necessary.

**SAY** Now we will do Sample A. Listen carefully. You will only hear it only once. You will hear someone talk. Then you will answer a question.

(Play cassette/CD.)

 **Sample A**

(Voice A): Can you go to the store and buy eight apples?

What number did you hear?

A eight  
B eighteen  
C eighty

Mark your answer.

(Pause cassette/CD.)

26TABE Complete Language Assessment System—EnglishDuring Testing27

# Administering the Writing Test:

- ▶ Group Administered
- ▶ Testing Time: Writing = 20 minutes, Writing Folio = 27 minutes

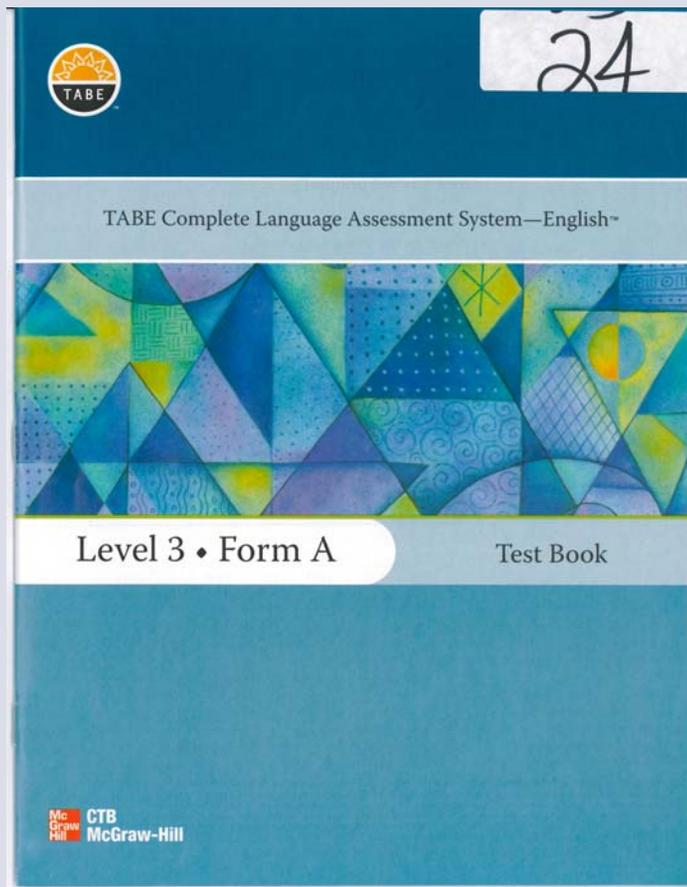
Let's get started Administering the Writing test!

Materials Needed:

- ✓ Form A, Level 3 Test Book
- ✓ Form A, Level 3, Expository Writing Folio
- ✓ A SCOREZE answer sheet
- ✓ Form A, Level 3 Test Directions
- ✓ Writing Scoring Guide
- ✓ No. 2 pencil



# Materials for Administering the Writing Test Part 1



		NAME	LAST	FIRST	MI	
		EXAMINER				
		SCHOOL OR INSTITUTION				
		TEST DATE			MALE <input type="radio"/> FEMALE <input type="radio"/>	
		MONTH	DAY	YEAR		
		I.D. NUMBER				
FORMS		LEVEL				
A		B		3		
		FORM: <input type="radio"/> <input checked="" type="radio"/>				

**DIRECTIONS**

- Do not tear the perforated strip off the edge of this answer sheet.
- Fill in all information at the top of the answer sheet.
- Mark all answers on the answer sheet. For each item, fill in the space that goes with the answer you choose. Fill in the space completely, and make your mark heavy and dark.
- Do not erase on this answer sheet. If you make a mistake, or if you wish to change an answer, cross out your first answer with an X and mark the correct answer space. If you change an answer and then decide that your first answer was correct, cross out the second answer also, and circle the first answer.

**READING**

A <input type="radio"/>	1 <input type="radio"/>	5 <input type="radio"/>	9 <input type="radio"/>	13 <input type="radio"/>	17 <input type="radio"/>	21 <input type="radio"/>	25 <input type="radio"/>
B <input type="radio"/>	2 <input type="radio"/>	6 <input type="radio"/>	10 <input type="radio"/>	14 <input type="radio"/>	18 <input type="radio"/>	22 <input type="radio"/>	
	3 <input type="radio"/>	7 <input type="radio"/>	11 <input type="radio"/>	15 <input type="radio"/>	19 <input type="radio"/>	23 <input type="radio"/>	
	4 <input type="radio"/>	8 <input type="radio"/>	12 <input type="radio"/>	16 <input type="radio"/>	20 <input type="radio"/>	24 <input type="radio"/>	

**LISTENING**

A <input type="radio"/>	1 <input type="radio"/>	5 <input type="radio"/>	9 <input type="radio"/>	13 <input type="radio"/>	17 <input type="radio"/>	21 <input type="radio"/>	25 <input type="radio"/>
B <input type="radio"/>	2 <input type="radio"/>	6 <input type="radio"/>	10 <input type="radio"/>	14 <input type="radio"/>	18 <input type="radio"/>	22 <input type="radio"/>	
	3 <input type="radio"/>	7 <input type="radio"/>	11 <input type="radio"/>	15 <input type="radio"/>	19 <input type="radio"/>	23 <input type="radio"/>	
	4 <input type="radio"/>	8 <input type="radio"/>	12 <input type="radio"/>	16 <input type="radio"/>	20 <input type="radio"/>	24 <input type="radio"/>	

**WRITING**

A <input type="radio"/>	1 <input type="radio"/>	5 <input type="radio"/>	9 <input type="radio"/>	13 <input type="radio"/>	17 <input type="radio"/>
B <input type="radio"/>	2 <input type="radio"/>	6 <input type="radio"/>	10 <input type="radio"/>	14 <input type="radio"/>	18 <input type="radio"/>
C <input type="radio"/>	3 <input type="radio"/>	7 <input type="radio"/>	11 <input type="radio"/>	15 <input type="radio"/>	19 <input type="radio"/>
	4 <input type="radio"/>	8 <input type="radio"/>	12 <input type="radio"/>	16 <input type="radio"/>	20 <input type="radio"/>

**SCOREZE Answer Sheet**

# Administering the Writing Test:

Use your “Test Directions” Booklet. Double check the Level and Form.

*Writing—Specific Directions*

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Writing  
20 Minutes

**Directions for Administering Writing**

*Ensure that each examinee has a test book and answer sheet. Examinees should have filled in the examinee-identifying information on the answer sheet.*

**SAY** Open your test book to the Writing test on page 19. The page should look like this.

 *Demonstrate with your copy of the test book. Ensure that all examinees are on the correct page in their test books.*

**SAY** Find the Writing section on your answer sheet. The page should look like this.

 *Demonstrate with your copy of the answer sheet. Ensure that all examinees are in the correct place on their answer sheets.*

**SAY** We will begin by doing some sample questions together. You will mark your answers to the sample questions in the box on the answer sheet.

For each question, fill in **only** the circle that goes with the answer you choose. Fill in the circle completely and make your mark heavy and dark. If you want to change an answer, completely erase (say “cross out” for SCOREZE answer sheet) the mark you made before making the new mark.

**Sample A**

**SAY** For Sample A, choose the word or words that correctly complete the sentence. Fill in the circle that goes with the answer you choose. Mark your answer.

*Give the examinees time to do Sample A.  
Do not read the answer choices aloud.*

**Sample A**

Choose the word or words that correctly complete the sentence.

She \_\_\_\_\_ a new car.

**A** has

**B** have

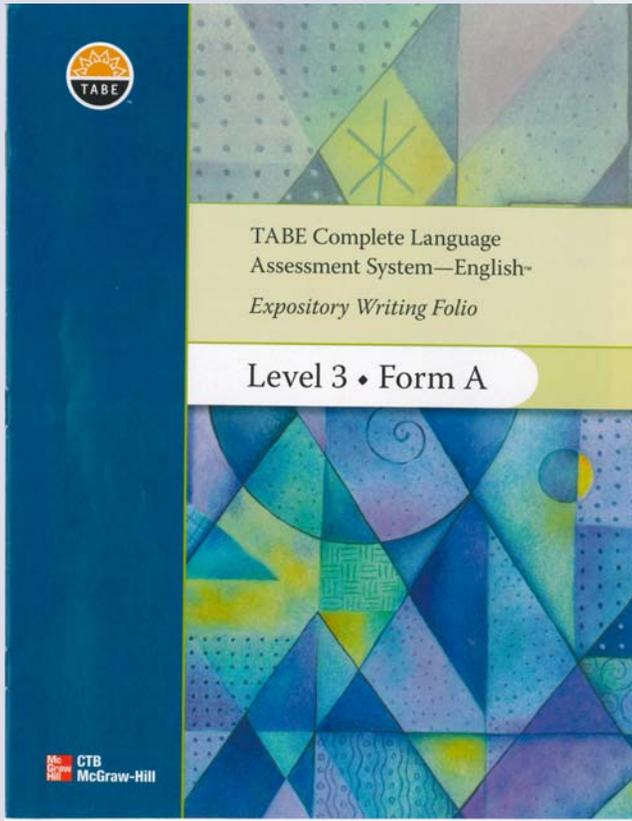
**C** is having

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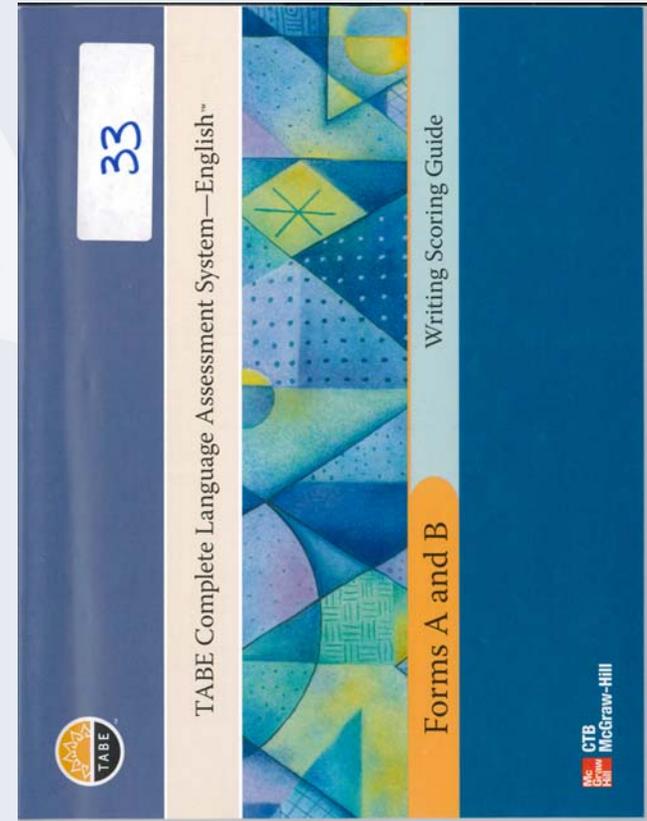
During Testing      43

p. 43

# Materials for Administering the Writing Test Part 2



Expository Writing Folio



Writing Scoring Guide

# Administering the Expository Writing Folio Test:

Use your “Test Directions” Booklet. Double check the Level and Form.

*Writing—Specific Directions*

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**Expository Writing**  
27 Minutes

**Directions for Administering the Expository Writing Folio**

 *Ensure that each examinee has an Expository Writing Folio and a No. 2 pencil with an eraser.*

**SAY** **Look at the back cover of your writing folio. I will help you fill in some information on the chart. Find “EXAMINEE’S NAME.”** *(Demonstrate to examinees the location. Pause.)* **Print your LAST NAME in the box that says “LAST.”** *(Demonstrate to examinees the location. Pause.)* **Print your FIRST NAME in the box that says “FIRST.”** *(Demonstrate to examinees the location. Pause.)*

*Ensure that examinees have entered their names in the appropriate boxes.*

**SAY** *(This step is optional, depending on your program’s examinee-identification procedures. An ID number of up to ten digits may be assigned to each examinee.)* **Find “ID NUMBER.”** *(Demonstrate to examinees the location. Pause.)* **In the box next to “ID NUMBER,” write your ID number.** *(Demonstrate to examinees the location. Pause.)*

*Ensure that examinees have entered their ID numbers in the appropriate box.*

**SAY** **Find “EXAMINER’S NAME.”** *(Demonstrate to examinees the location. Pause.)* **Print the LAST NAME of the examiner in the box.** *(Print the examiner’s last name on the board or in a place visible to all examinees. Pause.)* **Print the FIRST NAME of the examiner in the box.** *(Print the examiner’s first name on the board or in a place visible to all examinees. Pause.)*

*Ensure that examinees have entered the examiner’s last name and first name in the appropriate boxes.*

**SAY** **Find “TEST DATE.”** *(Demonstrate to examinees the location. Pause.)* **Write today’s date in the box next to “TEST DATE.”** *(Demonstrate to examinees the location. Write today’s date on the board or in a place visible to all examinees. Pause.)*

**SAY** **Open the Expository Writing Folio to page 3. In this test, you will do some writing about the pictures you see. We will begin by doing a sample question together.**

p. 47

# Write to Describe – Items 1 & 2

## Sample A

Write two sentences about the picture.



1) He is cleaning the table.

2)

Directions: For Numbers 1 and 2, write two sentences about each picture.

1



1)

2)

2



1)

2)

Level 1 – Write One Sentence

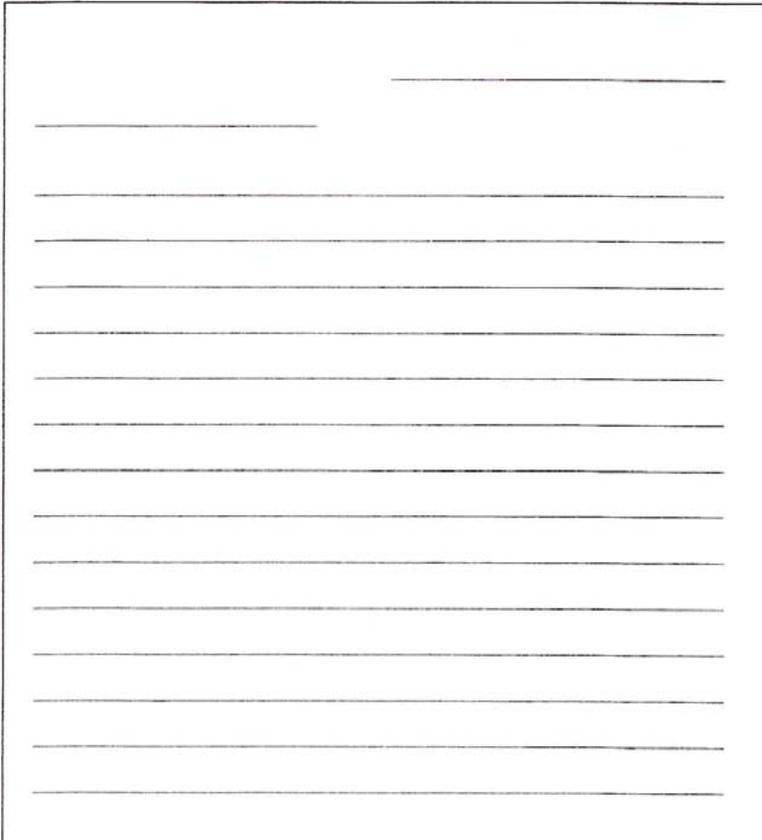
Levels 2, 3, 4 – Write Two Sentences

Holistic Scoring

# Write to Accomplish Task – Items 3 & 4

## 3 Request for Information Note

You are an employee and completed a work assignment. Write a short, polite note to your manager, Ms. Erika Gomez, to tell her that you finished the assignment. Also, ask her for your next assignment and ask when it starts and ends. Include today's date and the necessary parts of a letter.



Level 1 – Transfer 4 pieces of unordered personal information into correct order

Level 2 – Must place the 8 unordered elements in the correct order in a letter

Levels 3, 4 – Write a brief letter that appropriately addresses a detailed prompt

Holistic Scoring

