

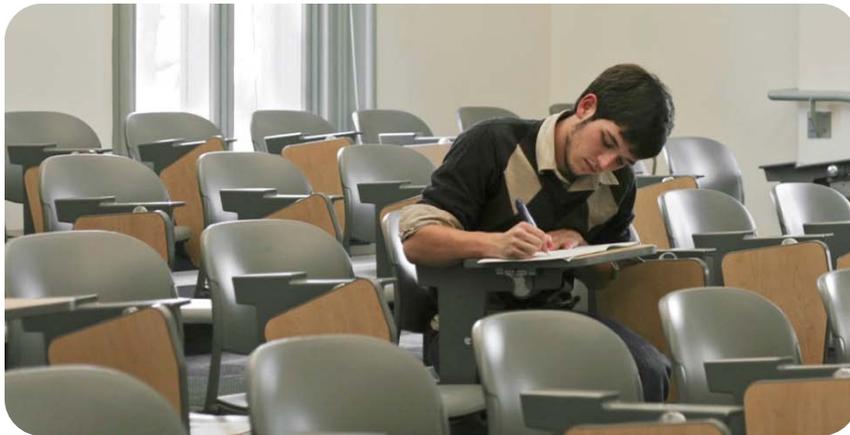
Tests of Adult Basic Education (TABE)

Adult Education
Professional Development Project



- **Tests of Adult Basic Education (TABE)**

The Indiana Department of Education's (IDOE) required assessment of educational gain for adult learners in ABE/GED classes.



- **“Norm referenced”**

The "norms" were developed through testing a group of adults that reflect the characteristics of the national adult population.

- **“Standardized”**

TABE is designed to give a common measure of students' performance. The tests were developed under certain standard conditions, such as time limits, and must be administered in these same conditions in order to be valid and comparable.



Five levels: A, D, M, E and L



Advanced:
9th - 12th
grade

Difficult:
6th - 9th
grade

Medium:
4th - 6th
grade

Easy:
2nd - 4th
grade

Literacy:
1st grade
and/or
non-reader





Locator tests are built to measure a wide range of ability with a limited number of questions.

The Locator is the **first** test you will give.

The information from a Locator test about a student's functional level is only **a very rough estimate.**

You will use the Locator score to determine what level of test to give students next.



Learners may have limited experience with standardized tests.

Therefore, the examiner must ensure that examinees understand the test taking procedures.

It is best for examinees NOT to guess on Locator questions - just leave them blank if the answer is unknown.

There will likely be questions students cannot answer because the Locator covers skills that have not yet been taught.



- The Locator test results may place the student in a different level test depending on the subject.
- For example, a student who is strong in language, may take an A-level Language test, but a D-level Math test.



Locator Test	
Test:	Number of Questions:
Reading	12
Math computation	8
Applied math	8
Language	12

Each test is timed separately. Total time limit: **37 minutes**



After grading a student's Locator test, use the Locator Test Score Evaluation Chart table below to assign the proper TABE level full battery test.

Locator Cut Scores from TABE Norms Book				
Number correct	Reading	Math (add up total of two math tests = 16)	Language	TABE level to administer
	6 and below	4-6	6 and below	E
	7-8	7-8	7-8	M
	9-10	9-11	9-10	D
	11-12	12-16	11-12	A



Before the Locator test:

Prepare and have materials ready.

During the test:

1. Make sure each examinee is working in the correct place on the exam.
2. Make certain that each examinee is marking only one answer for each item.
3. Discourage talking or sharing of answers.
4. Do not show or suggest the correct answer to the examinee and encourage them to skip ones they don't know.



Test Administration Processes

Required:

- TABE tests are completed within student's first 12 class hours.
- The TABE level is determined by the Locator test.
- Time limits are enforced.
- Students do not see test questions before the test.
- Administer the required tests in a proctored environment.



Test Administration Processes

Recommended:

- Teachers should read directly from scripts provided in the *Test Directions* booklet.
- Testing may be split up over multiple class periods.
- Teacher should explain that the student will be given a post-test after the recommended number of hours of instruction.
- TABE 9 should be the pre-test form and TABE 10 the post-test form.



Core Battery of Tests:
3 hours total

Test	Time	Questions
Reading	:50	50
Math Computation	:24	40
Applied math	:50	50
Language	:55	:55



TABE Test Level/Grade Level Range*	
Level L (Literacy)	0 – 1.9
Level E (Easy)	2.0 – 3.9
Level M (Medium)	4.0 – 5.9
Level D (Difficult)	6.0 – 8.9
Level A (Advanced)	9.0 – 12.9

- The Content Grade Level Range is valid **plus or minus two years**.
For example, a student taking the Level M test would receive valid results if his or her score fell between grade levels 2.0 to 7.9.
- Scores that fall outside of the valid range are **not** reliable for establishing the educational functioning level or determining a student's instructional plan. In this case, re-testing with a more appropriate level is recommended.



Educational Functioning Level

TABE Basics

- Once all the required tests have been graded and grade equivalents (GE) recorded on the score reporting form, use the student's GE to determine the **lowest** educational functioning level (EFL):
 - Use the [chart](#) below, which is also located on page 5 of the Indiana Adult Education Assessment Policy to determine the EFL.

#	Level	TABE GE
1	ABE Beginning Literacy	0-1.9
2	ABE Beginning Basic Education	2-3.9
3	ABE Intermediate Low	4-5.9
4	ABE Intermediate High	6-8.9
5	ASE Low	9-10.9
6	ASE High	11-12.9



Educational Functioning Level

TABE Basics

Subject	Grade Equivalent (GE)	EFL
Reading	9.4	5 - ASE Low
Language Arts	5.2	3 - ABE Intermediate Low
Math	7.2	4 - ABE Intermediate High

This student's entry level is:

- ABE Intermediate Low
 - Because: the Language Grade Equivalent was 5.2, which falls in the third Educational Functioning Level - Intermediate Low.



Performance Measures

Adult Education Programs (ABE)

Learner-centered education with five core measures for reporting:

- Educational Gain/Improve Basic Skills
- Entered Employment
- Retained/Improved Employment
- GED/HS Diploma
- Placed in Postsecondary Education or Further Training

WorkOne Centers

Skill-based centers helping customers know, improve and get the best possible job with their skills

- Entered Employment
- Employment Retention
- Average Earnings

When to Post-test

TABE Basics

NRS Test

Recommended Number of Instructional Hours Between Pre-Test and Post-test

TABE 9 & 10 Alternate Form

50-60 hours of instruction is recommended when testing with an alternate form (ie. 9M to 10M) for students that test into NRS Levels 1-4 (ABE) with a **minimum of 40 hours**. For students testing into NRS Levels 5 and 6 (ASE Low and High) **30-59 hours** of instruction is recommended.

TABE 9 & 10 Same Form Testing

120 hours of instruction is recommended when testing with the same form (i.e. 9M to 9M).



Students are given a post-test once they have received **the recommended number of hours of instruction**.

Exception for Post-testing: If a learner indicates that he/she is leaving the program, but has less than the minimum hours of instruction recommended in test publisher guidelines, the student may be administered a post-test if the teacher can show evidence of the student mastering the required skills through other documentation.

Teachers must have an administrator's approval to test outside the publishers' guidelines and this needs to be documented in the student's file.



Post-Test Level Determination

Same Level

If a learner scored in the middle of the Score Range on the pre-test, you will want to administer the same level post-test, using form 10.

- Example: A learner with a grade equivalent of 5.0 on TABE 9 Reading Level M pre-test has plenty of room to show gain on a Level M post-test.

Next Level

A student who scores near the top end of the valid range on the pretest may be given the next higher level for the post-test. Teachers will want to consider this option if they believe a student has made good progress and may post-test beyond the valid range if given the same level test.

- Example: A student taking a level D pretest scores at grade equivalent 8.7. The student may be given a level A post-test.



TABE Online Student Experience



Student Experience

Student Logon Page

Double-click
the Red icon
on the desktop



Hello, please log in to begin

Login ID: phil_adine_1223

Password: *****

Access Code: (pleasant613)

Log in Cancel

CTRL+Graw-Hill

A white stick figure icon with one arm raised, located in the bottom right corner of the login page.

Provided by the Test Proctor

TABE Test Session “Welcome” Page

Welcome Sarah Parks

Test Title: Mathematics Part 1

Notes: You have 10 minutes to complete 8 questions.

Let's get started!

Start

Stop

CTB/McGraw-Hill



Sample Math Question

TABE Applied Mathematics

Question 12 of 25

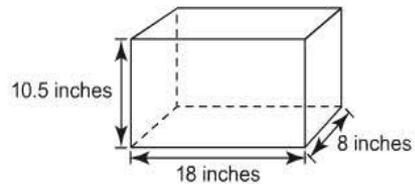
Stop Test

Show Timer 



John Doe

What is the volume of the box shown?



- A 36.5 cubic inches
- B 546 cubic inches
- C 834 cubic inches
- D 1,512 cubic inches

YOU ARE HERE



- NO ANSWER SELECTED -

◀ Go Back

Go On ▶

Mark for Later Review

Sample Math Question

TABE Applied Mathematics

Question 12 of 25

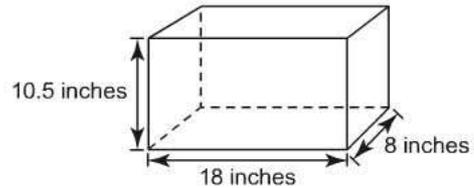
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Show Timer 



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- A 36.5 cubic inches
- B 546 cubic inches
- C 834 cubic inches
- D 1,512 cubic inches

- NO ANSWER SELECTED -

YOU ARE HERE

3 4 5 6 7 8 9 10 11 12 13

Go Back Go On

Mark for Later Review

Sample Reading Question

TABE Reading

Question 16 of 25

Stop Test

Show Timer 

John Doe

Read this story about Mei Ling and her trip home to the United States from China. Then do Numbers 16–19.

What Was It Like?

Mei Ling settled into her seat on the airplane. She was flying home to San Francisco after attending her cousin's wedding in Beijing. The captain of the flight spoke on the intercom and said, "We will be cruising at an altitude of 39,000 feet. We should have a smooth flight and land in San Francisco in approximately thirteen hours. Please sit back and enjoy the flight."

Mei Ling shifted in her seat. She doubted that she would be able to enjoy sitting for thirteen hours. She looked out her window. She began to think about her great-grandparents. They had left China in the 1800s, seeking a better life in America. What had their journey been like? Mei Ling would be able to make the trip from Beijing to San Francisco in about one day. Her great-grandparents, anxious to arrive in America, had spent weeks on board a large, overcrowded ship.

She continued to think about her great-grandparents. Because they were allowed to bring only one trunk on the ship, they had to choose carefully which items to bring with them. The rest of their belongings had to remain in China.

Mei Ling thought about her great-grandparents repeatedly during the flight. When she finally fell asleep, she even dreamed

The purpose of Mei Ling's trip to Beijing was to

- A find a job
- B meet new friends
- C learn about historic places
- D attend a family celebration

YOU ARE HERE



- NO ANSWER SELECTED -

Go Back

Go On

Mark for Later Review

Sample Reading Question

TABE Reading

Question 16 of 25

Stop Test

Show Timer



John Doe

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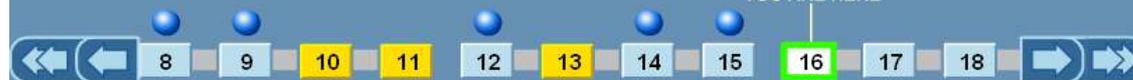
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The purpose of Mei Ling's trip to Beijing was to

- A find a job
- B meet new friends
- C learn about historic places
- D attend a family celebration

YOU ARE HERE



- NO ANSWER SELECTED -

Go Back

Go On

Mark for Later Review

TABE Online Benefits

- A reliable measurement of adult academic skills and abilities
- A predictor for a student's readiness for the GED® (Level D & A)
- The ability to test one adult or a group of adults with minimum supervision
- Automatically uploaded test results, formatted to meet state and federal reporting requirements
- Access to immediate and accurate students' assessment information

Administering TABE Online



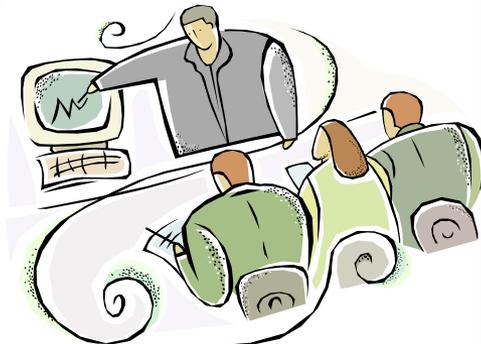
Background Information

Web site

<https://oas.ctb.com>

To be used by:

- Administrator
- Administrative Coordinator
- Coordinator
- Proctor



VS. TABE Software

- Downloaded from Web site on each computer used by test takers
 - See installation guide.
- **Not** a Web site
- Used by: Test-takers



Online
Assessment



Test Administration Site

- Accessed through a web browser: IE 6/7, Firefox 2.0
 - URL: <https://oas.ctb.com>
- httpS = secure site, transmission of data is private
 - Requires Login ID and Password
- 24/7 access to your information
 - Student database
 - Test Administrations
 - Reports

- The testing software must be installed on each computer used for testing.
- The mouse and the keyboard will be used during testing.
- Students will not be able to access the Internet, calculator or other programs while testing.



TABE Online User Roles & Responsibilities

TABE Online User Roles

- Administrator
- Administrative Coordinator
- Coordinator
- Proctor

Online Authority

Administrator

Administrative
Coordinator

Coordinator

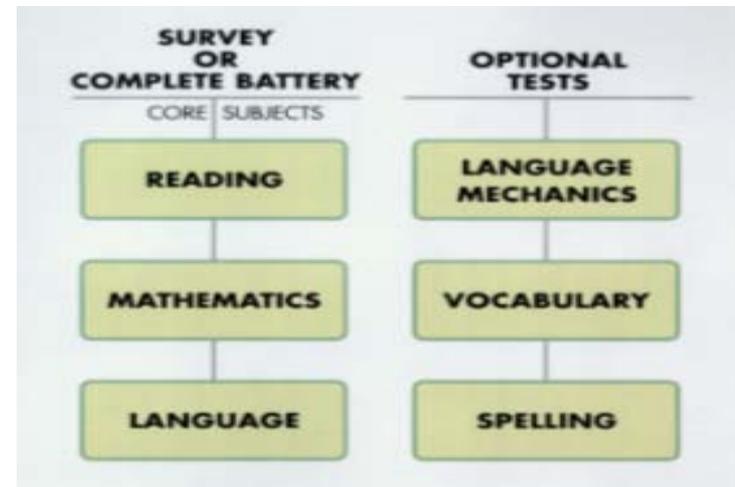
Proctor

Functions Performed

- View Info. Across schools / buildings / facilities
- Update Organization Information
- Manage Users and Students
- Add and delete student records
- Manage accommodations for students requiring IEP testing accommodations
- Secondary administrators
- Schedules Test Sessions
- Runs Reports
- For an assigned test session
 - Add / Remove Students
 - Invalidate Student tests

TABE Online Tests Available

- TABE Online Locator
- TABE 9 & 10 Complete Battery
 - Skill Levels A, D, M, E
 - Reading, Mathematics, and Language
 - Optional Tests:
 - Vocabulary, Language Mechanics, and Spelling



Test Administration Site – Login Page

User Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address <https://oas.ctb.com/iknow/>

McGraw-Hill CTB
ASSESSMENT PRODUCTS & SERVICES

User Login

Username:

Password:

SUBMIT

Forgot Your Password?

If you forgot your password please enter your username and click the "forgot your password?" button.

If you do not know your username, contact your administrator.

FORGOT YOUR PASSWORD?

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The McGraw-Hill Companies

Test Administration Site - Home Page

Reports

Schedule Test

Find Test Sessions

Register Student

Home
Select a test to view or edit its settings.

Messages and Updates
Check here for updates and information from CTB

Message

Message	Date
TABE Online Version 8.5 - Update Needed TABE Online version 8.5 has been recently released. Version 8.5 is considered the most current version. If you are currently experiencing system interruptions during testing you are encouraged to complete you can install version 8.5 from the TABE Online Home page under Install Software. If you are using Version 8.0 or earlier will need to perform the uninstall/reinstall upgrade by December 17th to avoid any interruptions in testing. If you are currently experiencing system interruptions during testing you are encouraged to complete you can install version 8.5 from the TABE Online Home page under Install Software. If you are using Version 8.0 or earlier will need to perform the uninstall/reinstall upgrade by December 17th to avoid any interruptions in testing. If you are currently experiencing system interruptions during testing you are encouraged to complete you can install version 8.5 from the TABE Online Home page under Install Software. For directions to uninstall the Test Delivery Client please click here . Do not use the Add/Remove Programs control panel. For directions to install the new Test Delivery client please click here .	11/12/10

View Your Test Sessions
Select one of your scheduled test sessions to view its status or to change its settings. Click the Session Name to view more information about the session. To quickly register a student for a test session, select the test session, and then click Register Student.

Current Future Completed

View Status... Edit... Register Student

Select	Session Name	Test Name	Class	Start Date	End Date
<input checked="" type="radio"/>	PD team online tutorial 2011	TABE 9 & 10 Online Tutorial	Indiana Lafayette	01/05/11	02/28/11

Total Test Sessions: 1 Page 1 of 1

View Your Proctor Assignments
Another user has chosen you as a proctor for the following test sessions. Select a test session to view its status or to change its settings. Click the Session Name to view more information about the session. To quickly register a student for a test session, select the test session, and then click Register Student.

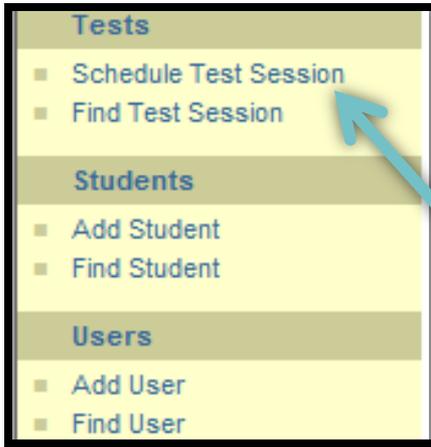
Current Future Completed

View Status... Edit... Register Student

Select	Session Name	Test Name	Organization	Start Date	End Date
<input type="radio"/>	TABE 10 Online Complete Battery Fall 2010	TABE 10 Online Complete Battery	Indiana Lafayette	12/10/10	01/28/11
<input type="radio"/>	TABE 9 & 10 Online Locator Jan 2011	TABE 9 & 10 Online Locator	Indiana Lafayette	12/10/10	01/30/11

Getting 9 & 10 Setup

Administering TABE Online



- “Schedule a Test session” located in the *Main Menu*.
- Give your test session a unique name

View Your Test Sessions

Select one of your scheduled test sessions to view its status or to change its settings. Click the Session Name to view more information about the session. To quickly register a student for a test session, select the test session, and then click Register Student.

Current Future Completed

View Status... Edit... Register Student

Select	Session Name	Test Name	District	Start Date	End Date ▲
<input type="radio"/>	TABE 10 Online Complete Battery	TABE 10 Online Complete Battery	CTB TABE Demo	08/08/10	08/27/10
<input type="radio"/>	TABE 9 Online Complete Battery	TABE 9 Online Complete Battery	CTB TABE Demo	07/29/10	08/27/10

Total Test Sessions: 2 Page 1 of 1

Getting 9 & 10 Set Up

Administering TABE Online

For example, you will want to select:
TABE 9 Online Complete Battery for pre-tests.
This will include the locator and all the subtests of the Complete Battery.

Schedule a Test Session: Select Test

Select the test you wish to schedule, review subtest information as needed, and then click **Next**.

Test Group:

- TABE 10 Online Complete Battery
- TABE 10 Online Complete Battery
- TABE 10 Online Survey
- TABE 9 & 10 Online Locator
- TABE 9 & 10 Online Tutorial
- TABE 9 Online Complete Battery**
- TABE 9 Online Survey

TABE 10 Online Complete Battery

Subtests

- TABE 9 & 10 Online Locator
- TABE Reading
- TABE Mathematics Computation
- TABE Applied Mathematics
- TABE Language
- TABE Vocabulary
- TABE Language Mechanics
- TABE Spelling

Total Tests: 1

You will have to decide if you want all students to take the **Tutorial** before starting the official test. If so, add that to your list.

Test Administration Site – Auto Locator

Schedule a Test Session: Select Test

Select the test you wish to schedule, review subtest information as needed, and then click **Next**.

[View product acknowledgments](#)

Test Group:
TABE 9 Online Survey

Tests

Selected: TABE 9 Online Survey

Select	Test Name ▲	Subtests	Duration
<input checked="" type="radio"/>	TABE 9 Online Survey	TABE 9 & 10 Online Locator TABE Reading TABE Mathematics Computation TABE Applied Mathematics TABE Language TABE Vocabulary TABE Language Mechanics TABE Spelling	128 minutes
Total Tests: 1			Page 1 of 1

Test Security

The test you selected contains more than one subtest. Select your test administration preferences and then click **Next**.

Do you want breaks between subtests?

No

Use the system-generated test access code or enter your own:

Yes

Locator Test

Select the checkbox below to include the Locator Test. The student's performance on the Locator Test determines the difficulty level of the other subtests.

Select	Subtest Name	Duration
<input checked="" type="checkbox"/>	TABE 9 & 10 Online Locator	37 minutes

The Auto Locator automatically assigns the correct level of difficulty for all assigned subtests in the Survey or Complete Battery.



Schedule a Test Session: Select Settings

Select settings for this test session. Required fields are marked with a blue asterisk *.
Click Save at any time to save your settings and continue working. Click Next to proceed to printing options.

[< Back](#) [Next >](#) [Save](#) [Cancel](#)

Tests

Test name:

Level:

Test access code:

Options

* Test session name:
You may use the system-generated name, or you may enter your own.

* Start date:  * End date: 
(mm/dd/yy) (mm/dd/yy)

* Login window start time: * End time:

Time zone:

Test location:
(Computer Lab, Room 101)

Students

Test Session Roster

Total selected students: Students with accommodations:



No students have been selected to take this test.
Use the Add Students button to add students to this test session.

[Add Students](#)

Student can't take test until they have this code, which will be given to them at the test session.

Can rename the test, such as Test #1.

Can set limits on testing dates and times.

Can name specific testing location (such as intake room, etc.)

Can add students directly from this page, if you already have them entered into the system.

Managing Tests: Adding Students to a Test Session

CTB/McGraw-Hill OAS - Select Students - Microsoft Internet Explorer

Address: https://joas.ctb.com/TestAdministrationWeb/selectStudentPageFlow/selectStudent.do

Welcome, achan_demo (if you're not achan_demo, [logout](#))

CTB McGraw-Hill ONLINE Assessment System

home | reports | my profile | system administration help | logout

Schedule a Test Session: Select Students

Select an organization, and then select students to schedule for this test session. Click **OK** when you are finished.

Test name: Test session name:

Total selected students: Students with accommodations:

1 Filter:
Enter criteria to reduce your results in the Organization and Student tables.

Grade:

Accommodations:

2 Organizations:
Select an organization to view its students, or click a link to display suborganizations. Scroll down to view results.

[Top](#) > Anna Chan Demo

Select	Class	Total Students
<input type="radio"/>	Demo Class	3

Total Organizations: 1 Page 1 of 1

3 Demo Class students
Select the students who will take the test. Click **Update Total** to see the newest count of selected students.

Select	Last Name	First Name	MI	Grade	Status	Calculator	Color Font	Pause	Reader	Untimed
<input type="checkbox"/>	Bean	Joe		AD						
<input type="checkbox"/>	Johnson	Michael		AD				<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Jones	Betsy		AD						

Total Students: 3, Filtered: 3 Page 1 of 1

Status Key:

Cmp Completed the test.

Inp In progress, taking the test.

Org Scheduled through other organization. Cannot override.

Ses Previously scheduled for this test in different test session.

Done Local intranet

Test Tickets

Administering TABE Online

- After you add a student to a test session, you will be able to print their “test ticket:”
 - Includes client’s user name, password and access code
- Given to individuals when they return for their testing session.

Schedule a Test Session: Print Options

To print session documents for a specific organization, select the organization below, then click the document you wish to print. To print session documents for all organizations, just click the documents you wish to print.

Test Information

Test name: Test session name:

Organizations

Select a group to print its test session documents. Click the available links to display suborganizations.

Top		
Select	State ▲	Total Selected Students
<input type="checkbox"/>	TW - State	14

Total Organizations: 1 Page 1 of 1

Test session documents

Click the links to display the documents you wish to print.

[Individual Test Tickets](#) 
These tickets have the login information.

[Summary Test Ticket](#) 
This summary has the information.

Individual Test Ticket

Student Name: Abasi, Arif
Student ID: 333983465

Test Name: Augmented Norm-Referenced Test

Your login information

Login ID:	arif_abasi_1010
Password:	tent19
Test Access Code:	

Wait for the teacher or test proctor to give you the Test Access Code.



1. Proctors should print the Test Tickets.
2. Open the test software on each student computer by double-clicking the McGraw-Hill icon.
3. Bring up the student login screen.

A blue rounded rectangular login screen. At the top, it says "Hello, please log in to begin". Below this are three input fields labeled "Login ID:", "Password:", and "Access Code:". To the right of these fields are two buttons: "Log in" and "Cancel". In the bottom right corner, there is a white stick figure icon. The text "© 2004 McGraw-Hill" is visible in the bottom left corner.

Adding a New Student Part 1

Administering TABE Online

McGraw Hill CTB McGraw-Hill

home | reports | my profile | s

- Tests
 - Schedule Test Session
 - Find Test Session
- Students
 - Add Student**
 - Find Student
- Users
 - Add User
 - Find User
- Organizations
 - Add Organization
 - Find Organization
- Workstation Setup
 - Install Software
 - Download Test

Add Student

Enter information about the student in the form below. Required fields are marked by a blue * Use the organization selector on the right to assign at least one organization for the student.

Save Cancel

Student Information

* First Name:

Middle Name:

* Last Name:

* Date of Birth:

* Grade:

* Gender:

Student ID:

Student ID 2:

* Organization: None selected. Use the control on the right to select.

Top

Select **District** ▲

[CTB TABE Demo](#)

Additional Student Information

Adding a New Student

Part 2: Additional Info

Administering TABE Online

Additional Student Information

ELL
 Yes

Ethnicity
Please Select

Free Lunch
 Yes

IEP
 Yes

LEP
 Yes

Labor Force Status
 Employed
 Not in Labor Force
 Unemployed
 None

Migrant
 Yes

Section 504
 Yes

Adding a New Student Part 3: Accommodations

Administering TABE Online

Specific Accommodations

Select the accommodation(s) the student requires while testing. These settings can be adjusted for each test.

- Allow Screen Reader:**
Program reads certain text blocks and/or image labels aloud.
- Online calculator:**
A calculator is provided for all test questions allowing a calculator as an accommodation.
- Test Pause:**
Allow student to pause test for rest breaks.
- Untimed Test:**
Eliminate time limits.
- Highlighter:**
Allow student to highlight test.
- Color and Font:**
Change screen colors and/or font size.

Question settings

Background:
Font Color:

Answer settings

Background:
Font Color:

Standard Font Size:
Large Font Size:

Automatically available unless you uncheck this option.

Click SAVE to complete

Timer will continue to run during restroom break unless this box is checked.

Test Administration Site – Register Student

CTB/McGraw-Hill Welcome, in_demo180 (if you're not in_demo180, [logout](#))

McGraw-Hill CTB ONLINE Assessment System

home | reports | my profile | system administration

- Tests
 - Schedule Test Session
 - Find Test Session
- Students
 - Add Student
 - Find Student
- Users
 - Add User
 - Find User
- Organizations
 - Add Organization
 - Find Organization
- Workstation Setup
 - Install Software
 - Download Test

Home

Select a test to view or edit its settings.

Message and Updates

Check here for updates and information from CTB

Message

TABE Online Version 8.5 - Update Needed

TABE Online version 8.5 has been recently released. Version 8.5 is considered a major release which requires a local update of the Test Delivery Client. Customer using Version 8.0 or earlier will need to perform the uninstall/reinstall upgrade by Decem you are currently experiencing system interruptions during testing you are encouraged to perform the update as soon as possible. To check the version of the Test Delivery Client go to C:\Program Files\CTB\Online Assessment\etc and open the Version f completed you can install version 8.5 from the TABE Online Home page under Install Software. Please contact TABE Online Support at 866-282-2250 if you have any questions.

For directions to uninstall the Test Delivery Client please [click here](#). **Do not use the Add/Remove programs** option in the Windows Control Panel.

For directions to install the new Test Delivery client please [click here](#).

View Your Test Sessions

Select one of your scheduled test sessions to view its status or to change its settings. Click the Session Name to view more information about the session. To quickly register a student for a test session, select the test session, and then click Register Stu

Current Future Completed

View Status... Edit... Register Student

i You have no current sessions at this time.
Click another tab to show other sessions that belong to you.
To schedule a new session, click the Schedule Test link to the left.

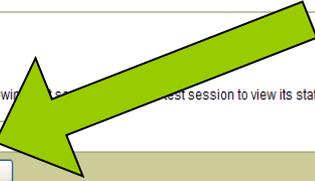
View Your Proctor Assignments

Another user has chosen you as a proctor for the following sessions. Select a test session to view its status or to change its settings. Click the Session Name to view more information about the session. To quickly register a student for a test session

Current Future Completed

View Status... Edit... Register Student

Select	Session Name	Test Name	Organization
<input checked="" type="radio"/>	TABE 10 Online Complete Battery	TABE 10 Online Complete Battery	Indiana Lafayette
<input type="radio"/>	TABE 10 Online Complete Battery	TABE 10 Online Complete Battery	Indiana Lafayette



Managing Tests: Print Test Session Documents

Schedule a Test Session: Options

To print session documents for a specific organization, select the organization below, then click the document you wish to print.
To print session documents for all organizations, just click the documents you wish to print.

Test Information

Test name: Test session name:

Modify Student's Test

Select a student and click Modify Test to change the subtests, difficulty level, or subtest order for an individual student.

Modify Test					
Select	Last Name	First Name	M.I.	Accommodations	Class ▲
<input type="radio"/>	Chan	Anna		--	AMC Adult class
<input type="radio"/>	Cupp	Craig		--	AMC Adult class
<input type="radio"/>	Student	Matt		--	AMC Adult class

Total Students: 3, Filtered: 3 Page 1 of 1

Organizations

Select a group to print its test session documents. Click the available links to display suborganizations.

Top		
Select	District ▲	Total Selected Students
<input checked="" type="radio"/>	TABE District	3

Total Organizations: 1 Page 1 of 1

Test session documents

Click the links to display the documents you wish to print.

[Individual Test Tickets](#) 📄

These tickets have the login names and passwords your students need to take the test.

[Summary Test Ticket](#) 📄

This summary has the information your proctor needs to administer the test: Student names, login IDs, passwords, and test access code(s).

Four Types of Reports

Administering TABE Online

Individual Reports

- Individual Portfolio - Shows Scale Score, GE, NRS levels
- Individual Profile – Includes GED predictor and individual student objective performance

Group List Report

- Shows test results, grade equivalents (GE) and NRS levels for a group of students

Item Analysis

- Indicates the individual item performances, grouped by objective and sub-skill. Includes the correct answer and student's 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.

Accessing the Individual Report

Administering TABE Online

Select a test session and then click on "View Status"

The screenshot shows the CTB McGraw-Hill ONLINE Assessment System interface. The left sidebar contains navigation links for Tests, Students, Users, Organizations, and Workstation Setup. The main content area is titled 'Home' and 'View Your Test Sessions'. A table lists test sessions with columns for Session Name, Test Name, School, Start Date, and End Date. The 'View Status...' button is circled in red, and the selected test session 'TABE 10 Survey Pasco 2nd Semester Pre-Test' is also circled in red.

Select	Session Name	Test Name	School	Start Date	End Date
<input type="radio"/>	TABE 10 Complete Battery John Davey Trial	TABE 10 Online Complete Battery	Mike Johnson Demo	02/05/10	06/06/10
<input type="radio"/>	TABE 10 Survey ID Demo Pre Test	TABE 10 Online Survey	Mike Johnson Demo	04/08/10	06/09/10
<input type="radio"/>	TABE 10 Survey NY State	TABE 10 Online Survey	Mike Johnson Demo	05/04/10	07/05/10
<input type="radio"/>	TABE 10 Complete Battery NM Pre Spring 2010	TABE 10 Online Complete Battery	Mike Johnson Demo	05/10/10	07/11/10
<input checked="" type="radio"/>	TABE 10 Survey Pasco 2nd Semester Pre-Test	TABE 10 Online Survey	Mike Johnson Demo	10/06/09	07/15/10

Accessing the Individual Report

Administering TABE Online

Select a student, and then click on “View Student Report” to go directly to the Individual Report

Status: TABE 10 Survey Pasco 2nd Semester Pre-Test
Click **Show Filter** to find a specific student or group of students within the test session. [View session information](#)

Test Details
Total Students: 10
Test Access Code: dot1678

Student Test Roster

Show Filter View Details Toggle Validation **View Student Report** Refresh List

Select	Last Name ▲	First Name	Student ID	Login ID	Password	Validation Status	Online Test Status
<input type="radio"/>	Bell	Brian	12	brian_bell_0206	arena7	Valid	Incomplete
<input type="radio"/>	Black	Mike		mike-black-0328	ALBUM1	Valid	Incomplete
<input type="radio"/>	Brown	Mike	5588	mike-brown-1007	crook2	Valid	Not taken
<input type="radio"/>	Contompasis	Mike	9998	mike-contompasi-0507	PEACE2	Valid	Incomplete
<input type="radio"/>	Hartman	Aaron	3574586	aaron-hartman-0101	pedal0	Valid	Incomplete
<input type="radio"/>	Hlad	Greg		greg-hlad-0909	card59	Valid	Not taken
<input type="radio"/>	John	Mike		mike-john-0527	bunch7	Valid	Incomplete
<input type="radio"/>	Johnson	Sheri		SHERI-JOHNSON-0809	FAD551	Valid	Not taken
<input checked="" type="radio"/>	Johnson	Mike		mike-johnson-1212	tent43	Valid	Completed

CTB Product Support

Support Hours: 8:00 AM to 8:00 PM, Eastern Time

Product Support Phone: (866) 282-2250

Product Support E-Mail: oas_acct_mgmt@ctb.com

Web Resource Access URL: www.ctb.com

From **Home** Tab: Press **Adult Education** Link, then press **TABE Online** Link to access:

- TABE Online Frequently Asked Questions
- TABE Online Technical Requirements documentation