

TABE Offline Basic Steps

The test computers do not need internet access, but they do need to be on a “Local Area Network (LAN)” that can see the “Test Administration Computer” (the laptop). The laptop only needs to be connected to the internet during installation and when transmitting responses. It does not need to be connected to the test computer LAN while it is connected to the internet. Technically, the test computers do not need to see each other either. They just need to see the Test Administration Computer, and the Test Administration Computer needs to be able to see the test machines during testing. This would be the minimal networking requirement – test administration machine to (multiple) test machines

The basic steps are (Administrative permission is required to install the Offline Digital Testing application):

1. Test Administration Computer connected to internet for installing ODT and adding users (test administrators)
 - a. Install Offline Digital Testing on the Test Administration Computer.
 - b. Set up Offline Digital Testing on the Test Administration Computer.
 - c. Create shortcuts from Application Links (for Test Machines).
 - d. Create an Offline Administrator Account.
2. Disconnect Test Administration Computer from internet
3. Add students and test tickets to Test Administration Computer
4. Connect Test Administration Computer to Test Machine LAN
5. Students take tests
6. Disconnect Test Administration Computer from Test Machine LAN
7. Connect Test Administration Computer to internet
8. Transmit student responses to DRC

The assumption is the proctor does the online part in their office or some internet enabled area. Then takes the computer into the non-internet enabled area and connects to the test machine LAN for testing.