

THE NEW AGE OF ASSESSMENT IN ADULT ED

REMOTE TESTING WITH TABE

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WE'VE NEEDED THIS FOR A LONG TIME

- **Spurred by Covid-19**
- **students without transportation**
- **no childcare**
- **dislike “school”**
- **physical limitations**
- **social anxiety**

WE'VE GOT TO SELL IT!

Put your friendliest, tech-savvy instructor in charge

....BUT this is incredibly important to all our programs, so everyone should understand how it works and how important it is!



BEFORE TEST TIME

Goal	First Name	Last Name	DOB	Email address	Phone number	Test date/time	Intake on file
GED	John	Smith	1/10/1998	<u>scooby@gmail.com</u>	870-559-3457	9/8 @ 9 R	x



Have a testing schedule and designate who will make appointments

- up to five in one sessions
- don't get overwhelmed/always be organized

OC = on campus
R = remote

Google sheets in a shared drive between our admin asst. and the instructor who gives the TABE. Updated several times a day, can be accessed from phone, etc.

BEFORE TEST TIME

Make sure the student is prepared:

- **call and confirm testing date and time**
- **good internet service and a quiet room**
- **must use a computer with webcam and working audio**
- **may use an iPad or tablet**
- **must use up-to-date version of Google Chrome browser**
- **if using an iPad, install Google Meet app**
- **NO PHONES MAY BE USED**

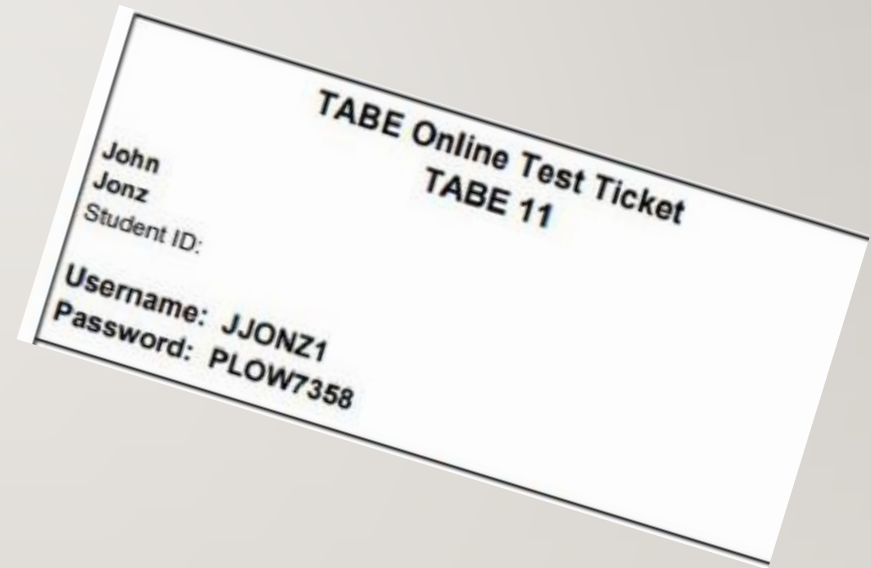
Considerations:

- Explain the reason for and process of the entrance assessment and that it's NOT a test.
- Let the student know how long the Locator will take.
- Don't automatically assume the student will be able to do more in this session.
- Let the student know how much time is allowed for each of the TABE areas.

TABE Testing Times

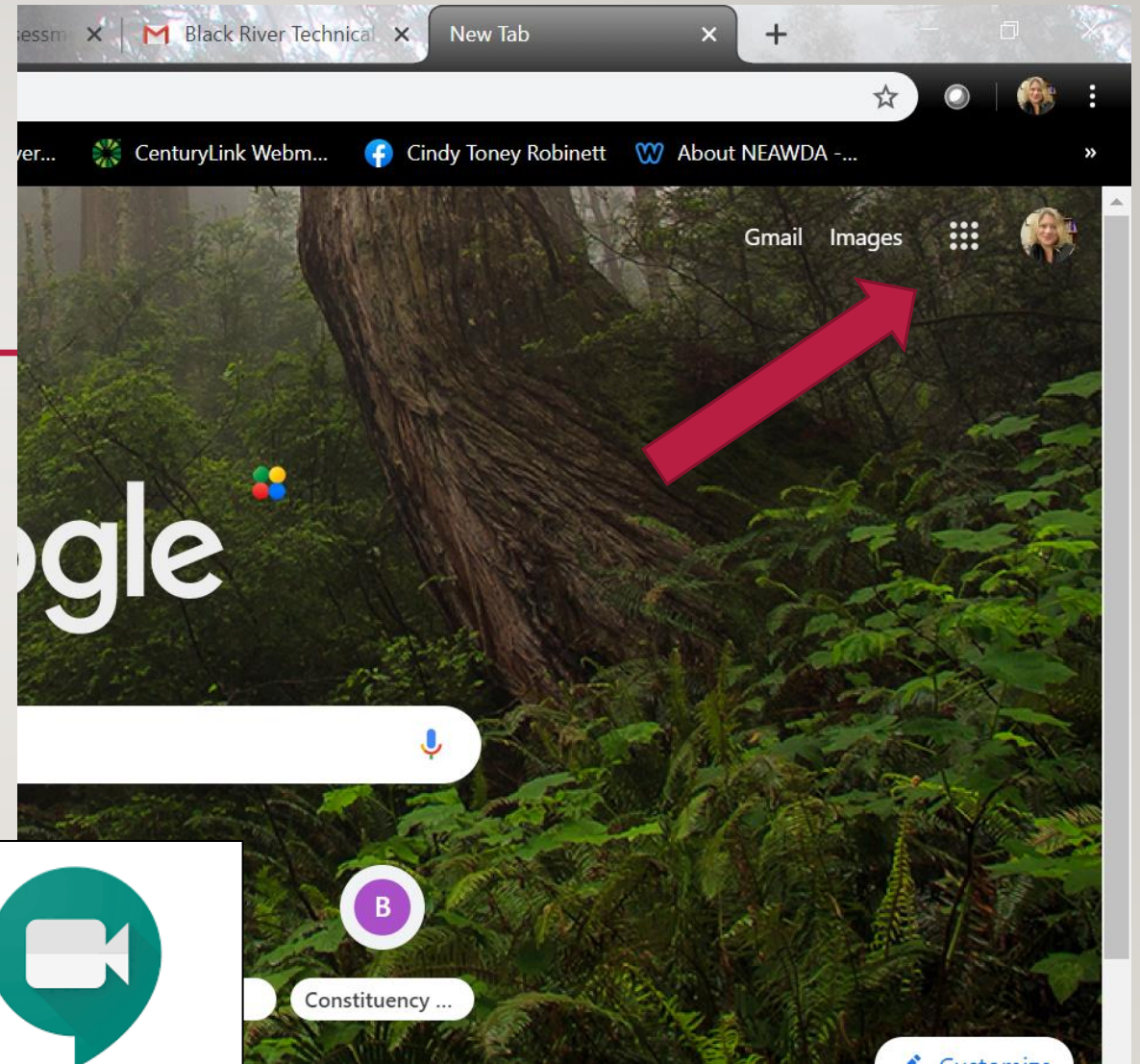
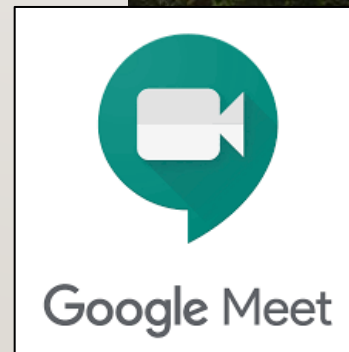
GETTING READY FOR THE ONLINE TEST

- Student's Test Ticket
 - Logon to DRC and open the appropriate test session, add student info, print the test ticket
 - Don't wait until the scheduled time, **be prepared before test time**



GETTING READY FOR THE ONLINE TEST

- Open Google Meet and click on + JOIN OR START A MEETING
- Enter the nickname for the meeting (John, Kathy, Friday, TABE, etc.)
- Join the meeting
- Copy joining info and compose a new email to the guests (students who are testing)



GETTING READY FOR THE ONLINE TEST

- Compose email and include the copied link to the meeting:



Hi Elizabeth

Our meeting is scheduled to begin in 5 minutes. Here's the link: <https://meet.google.com/cui-xban-ebb>

Please make sure you have an up-to-date version of Google Chrome (the only supported browser). If using a tablet or iPad, please download and install the Google Meet app.

See you in a bit!

Ms. Cindy

MEETING TIME

- Open the Meet window and wait for student(s) to join.
- Copy the URL link to the TABE site. You'll paste this link into the chat box after the session begins. NEVER send the link via email or text. All communication must be confined to the meeting.
<https://wbte.drctdirect.com/TABE/#portal/tabe/595219/adminId=59521>
- When the student arrives, if this is a new student, ask for an ID.
- Ask the student to take the camera and show you the entire room to verify appropriate setting.
- Welcome the student and go over what you'll be doing. Ask for questions. See if the student has paper and pencil.

continued



MEETING TIME, *CONTINUED*

- Explain that you'll be watching the student at all times. He/she should not move out of range, turn off mic, or leave the viewing area.
- Post the username and password from the test ticket into the chat box. Suggest the student write them down.
- Paste the URL link to the TABE site into the chat box. Ask the student to click on the link. If everything is working correctly, you will continue to watch the student, but he/she will have the test window open.
- Instruct the student to type in the username and password. After entered into the site, proceed to the test menu.
- Begin the assessment. I usually mute my mic after telling the student that I'm watching and to ask for help if needed.

MEETING TIME, *CONTINUED*

- Continue to monitor the student during the test.
- When the student finishes, you have choices:
 - Explain there will be a delay while you wait for the results to post
 - If the student will not be taking more than this section, tell him/her that you'll email or call with results and go from there
 - If the student wishes to do more, invite the student to take a break while you wait for results.
 - Invite the student to complete the online intake form
 - When results are posted and if the student will be doing another session, print the test ticket and resume as before. You may leave the Meet window open during the break.

AFTER THE TEST SESSION

- Discuss scores and what they mean.
- Provide a PDF of the test individual profile from DRC Report Delivery/On-Demand Reports
- Email the test profile or print for the student
- Proceed to/Enroll in appropriate class(s) as needed

ONE LAST THING ABOUT DISTANCE LEARNING (ONLINE TEACHING, ETC.)

- Stay in contact on a weekly basis:
 - Check email daily
 - Send emails with video links, interesting stories, etc.
 - Host mandatory weekly Zoom or Google Meet sessions
 - Find other forms of engagement and socialization if possible
 - Keep up with attendance

IF YOU ARE UNFAMILIAR WITH USING TABE, PLEASE READ THESE MANUALS AND WATCH THESE WEBINARS FOR MORE DETAILED INFORMATION.

http://tabetest.com/PDFs/TABE_Remote_Proctoring_Guidance.pdf



TABE 11&12 Remote Proctoring Guidance

Examiner Instructions

[TABE Locator Examiner Instructions for Locator Testing](#)

[TABE Examiner Instructions for Remote Testing](#)

Student Instructions

[TABE Locator Student Instructions for Locator Testing](#)

[TABE Student Instructions for Remote Testing](#)

<https://tabetest.com/resources-2/tabe-webinar-series/>

TABE Webinar Series



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