



Tests of Adult Basic Education

**TABE-PC<sup>®</sup>**

**User's Guide**

## **THE TESTS OF ADULT BASIC EDUCATION**

This chapter describes the test content, levels, subjects, grade level, testing times, and support publications for these TABE tests:

- TABE 9 & 10
- TABE Work-Related Foundation Skills
- TABE Español

### **TABE 9 & 10**

TABE 9 & 10 mirrors current adult curricula. The test is based on statistically sound measurement models and extensive research and development. CTB developers conducted a comprehensive curriculum review and met with educational experts to determine educational goals based on the knowledge and skills emphasized in today's adult curricula. This information guided all phases of design and development.

TABE is based on current national standards and developed to keep pace with changes in adult education curricula nationwide. The test was nationally piloted on thousands of students to ensure test items that are true indicators of a student's abilities.

### **TABE 9 & 10 TEST LEVELS AND CONTENT**

The TABE 9 & 10 tests have five test levels that range from limited to advanced literacy. Corresponding grades range from Grade 1 to Grade 12. There are seven separately-timed subtests; total scores can be obtained for Reading, Mathematics, Language, and Spelling. TABLE 2-1 describes the TABE 9 & 10 test levels and corresponding grade ranges.

<b>TABLE 2-1: TABE 9 &amp; 10 TEST LEVELS AND GRADE RANGES</b>		
<b>Test Level</b>	<b>Description</b>	<b>Grade Range</b>
L	Limited literacy	0.0 – 1.9
E	Easy	2.0 – 3.9
M	Medium	4.0 – 5.9
D	Difficult	6.0 – 8.9
A	Advanced	9.0 – 12.9

TABLE 2-2 lists the test names, numbers of items, and numbers of minutes of working time. The time limits do not include instruction time.

<b>TABLE 2-2: TABE 9 &amp; 10 NUMBER OF ITEMS AND TESTING TIMES</b>				
<b>Test</b>	<b>Complete Battery</b>		<b>Survey</b>	
	<b>Number of Items</b>	<b>Test Time in Minutes</b>	<b>Number of Items</b>	<b>Test Time in Minutes</b>
Reading	50	50	25	25
Mathematics Computation	40	24	25	15
Applied Mathematics	50	50	25	25
Language	55	55	25	25
Language Mechanics	20	14	20	14
Vocabulary	20	14	20	14
Spelling	20	10	20	10
<b>TOTAL</b>	<b>255</b>	<b>3:37</b>	<b>160</b>	<b>2:08</b>

### **TABE 9 & 10 TEST EDITIONS**

There are two TABE 9 & 10 test editions: Complete Battery and Survey. Both editions contain seven subtests in the same content areas. There are more test items in the TABE 9 & 10 Complete Battery than in the TABE 9 & 10 Survey. The Complete Battery also contains a Locator Test, and provides more detailed diagnostic information than the Survey.

### ***TABE 9 & 10 COMPLETE BATTERY***

The Complete Battery consists of five test levels (Limited, Easy, Medium, Difficult, and Advanced), two test forms (9 and 10), and a Locator Test. Available sub-tests include Reading, Math Computation, Applied Mathematics, and Language. Optional tests are available for Vocabulary, Language Mechanics, and Spelling. You can administer TABE's two parallel forms (9 and 10) alternately to ensure valid results when re-testing the same students.

### ***TABE 9 & 10 SURVEY***

The Survey consists of four levels (Easy, Medium, Difficult, and Advanced) and two forms (9 and 10). The Survey tests the same content areas as the Complete Battery, and utilizes the same norms data, though diagnostic information is less detailed. As with the Complete Battery, TABE's parallel Survey forms (9 and 10) offer alternate tests when re-testing students.

The four TABE WFS forms (Health, Trade/Technical, Business/Office, and General) contain tests in Reading, Mathematics Computation, Applied Mathematics, and Language. The numbers of items and the allotted working time per test are the same in each form. TABLE 2-4 shows the numbers of items and the numbers of minutes of working time (not including instruction time).

<b>TABLE 2-4: TABE WFS NUMBER OF ITEMS AND TESTING TIMES</b>		
<b>Test</b>	<b>Number of Items</b>	<b>Minutes of Working Time</b>
Reading	40	40
Mathematics Computation	20	15
Applied Mathematics	35	35
Language	35	30

### ***READING***

Test 1, Reading, focuses on the examinee’s understanding of the reading process and his or her ability to construct meaning from the test in integrated ways. In the context of passages, graphics, and reference sources, this test measures the examinee’s ability to recognize words in context, recall information, recognize main ideas and cause and effect, distinguish between fact and opinion, predict outcomes, and evaluate and extend meaning.

The reading items focus on functional reading through the use of diagrams, charts, forms, schedules, and reference materials. The context of the workplace for each occupational cluster is represented in these authentic displays and passages.

### ***MATHEMATICS COMPUTATION***

Test 2, Mathematics Computation represents the basic computational skills necessary for any successful mathematics program. It measures the examinee’s understanding of the operations of addition, subtraction, multiplication, and division as they relate to whole numbers, decimals, and fractions. Also measured is the examinee’s understanding of money, integers, and percentages. Again, the sub-skills that are appropriate for the particular occupational cluster are emphasized.

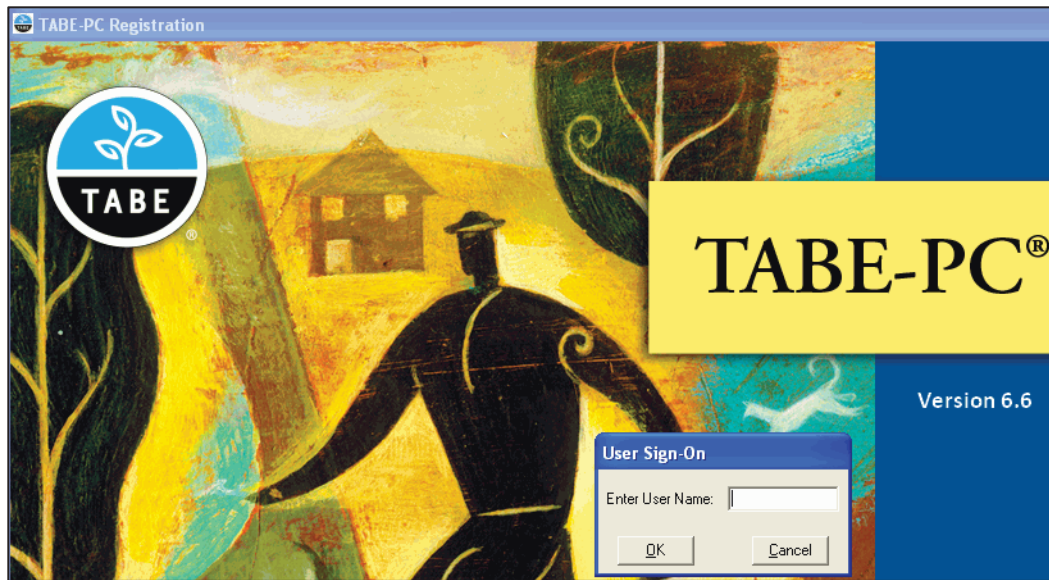
## STARTING TABE-PC REGISTRATION

To sign-on to TABE-PC Registration, follow these steps:

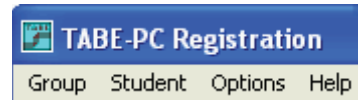
1. Double-click on the TABE-PC Registration icon.
2. You will see the **User Sign-On** window. Type the user name that you provided when you installed TABE-PC on your computer, then click **OK**. If you click Cancel, you will exit TABE-PC Registration.



**NOTE:** You can modify your user name and password once you have signed-on to TABE-PC Registration.



3. After signing on to TABE-PC Registration, you will see the opening screen and menu bar. There are four drop-down menus in the TABE-PC Registration menu bar.

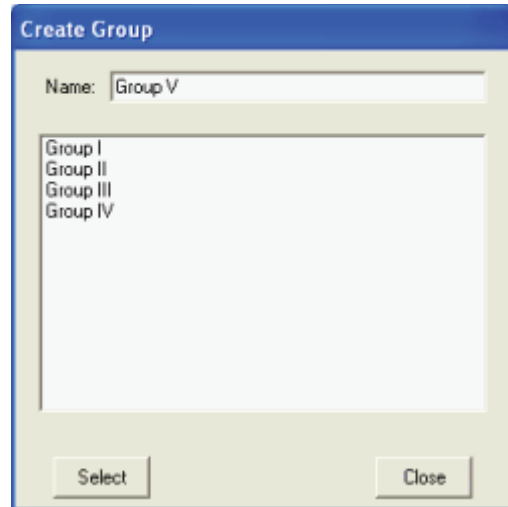


## CREATE A GROUP AND SELECT A TABE NORM

Use this command to create a group, which is a collection of tests.

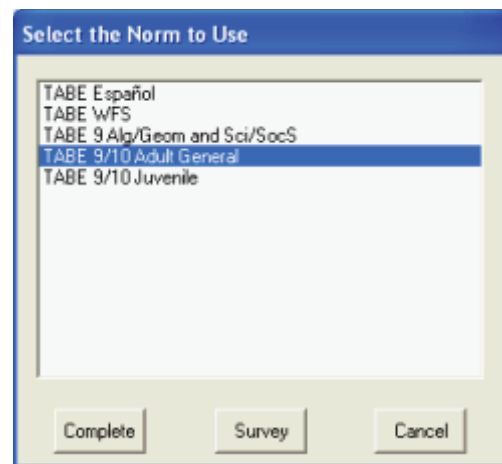
To create a group, follow these steps:

1. Position the cursor on the **Group** menu and click on **Create Group**.
2. You will see the **Create Group** window where you can type a group name of up to 18 characters (including spaces) in the **Name** box; however, a group name cannot begin with a blank. Once you have typed a group name, click on **Select**. If you click on **Close**, you do not create a new group, and you return to the opening screen. Any existing groups in the current database, which were previously defined, will be listed alphabetically. If this is the first group to be created, both boxes in the **Create Group** window will be blank.



3. Once you have named the new group, you must select which norm (or test) the group will be using. After you click on **Select** in the **Create Group** window, you will see the **Select Norm to Use** window. Position the cursor on the norm you want associated with this group, and click on **Complete**, **Survey**, or **Cancel**:

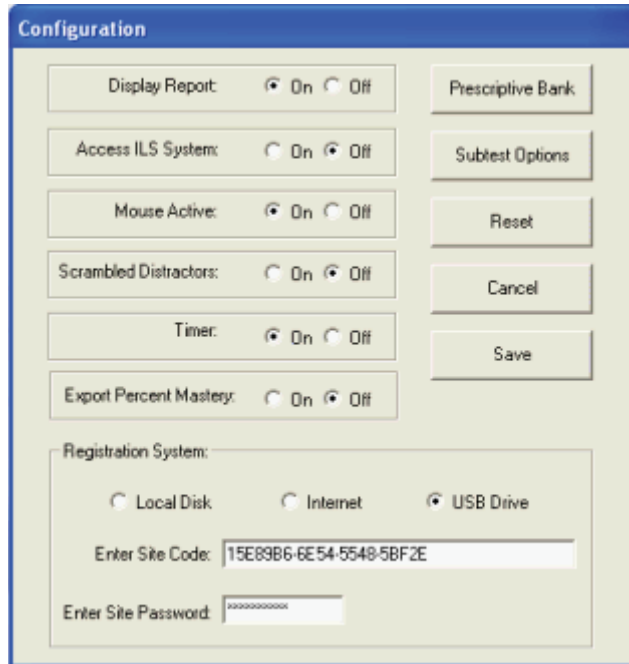
- **Complete** selects the long-version of the highlighted test, and returns you to the opening screen.
- **Survey** selects the short-version of the highlighted test, and returns you to the opening screen. If this button is gray, then the Survey version isn't available.
- **Cancel** closes the **Select Norm to Use** window, does not create a new group, and returns you to the opening screen.



**To specify configuration options, follow these steps:**

1. Position the cursor on the **Options** menu and select **Configuration**.
2. You will see the **Configuration** window where you can define your specific system configuration.

- Click **Display Report ON** to display an examinee's test results after each test is completed and scored. When **Display Report** is **OFF**, the examinee does not see their scores.
- Click **Access to ILS ON** to correlate an examinee's test performance to lessons in the Open Integrated Learning System (if it is installed on your computer). Then the examinee can take the instructional courseware lessons needed for the skills measured by the tests.



- Click **Mouse Active ON** for the examinee to use their keyboard or a mouse when taking tests. When **Mouse Active** is **OFF**, the examinee can only use the keyboard to take the tests.
- Click **Scrambled Distractors ON** to rearrange test items for each student so the set of correct answer letters is different. When **Scrambled Distractors** is **OFF**, the test items retain the same order from one student to the next.
- Click **Timer ON** to administer a "timed" test. Tests in TABE batteries are usually timed. When the timer is on, a message will tell the examinees when time is running out. You can turn the **Timer Off** for selected examinees to permit an unlimited testing time.

**NOTE:** If you allow students a different amount of time than is standard, the usefulness of normative data is compromised.

- Click **Export Percent Mastery ON** to configure the ASCII export file to contain a percentage value of mastery for each objective. When **Export Percent Mastery** is **OFF** the ASCII export file contains a symbol of mastery (+, -, or P) for each objective.

- **Registration System** options Indicate whether the TABE-PC registers are on a **Local Disk**, the **Internet**, or a **USB Drive**. If you select Internet, you must specify the site code and site password to access the registers. If you are transferring registrations tokens using a USB Drive, you must first specify the Internet site code and password so the tokens are available on the Internet computer (web server) to transfer with the USB Drive to the requesting workstations, which do not need to be connected to the Internet.
- Click **Prescriptive Bank** to link a prescriptive bank to TABE-PC for each registered group. The prescriptive report uses this bank to detail appropriate remedial instruction for each specific skill in need of improvement. You will see a window listing the TABE prescriptive sources contained in the selected prescriptive bank. Click to check which sources you will using, then save your selections.
- Click **Subtest Options** define which subtests are to be administered to a specific registered group. You will see the **Subtest Options** window where you select whether you want the student to select the subtest sequence or you want the subtest sequence to follow the test booklet's order.
- Click **Reset** to change all the configuration options to their original settings.
- Click **Cancel** without saving any changes; you return to the opening window.
- Click **Save** to store the configuration options, and return to the opening window.

## REGISTERING EXAMINEES FOR TABE 9 & 10

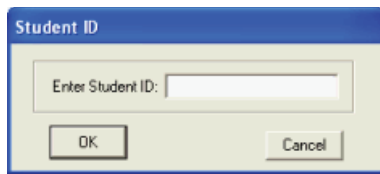
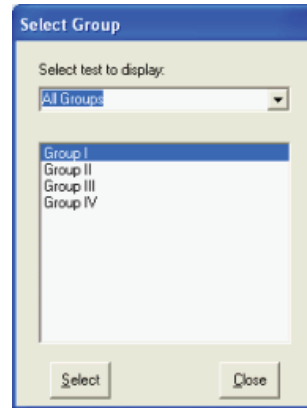
Use the Registration command in the **Student** menu to register a student. Registration includes assigning a student to a group, specifying unique student identification, and indicating the TABE form and level. After saving the student information, the student can take the TABE test(s).

**NOTE:** There is a different **Registration** window for TABE WFS and TABE Español from TABE 9 & 10 because of the test levels. See the next section, “Registering Examinees for TABE WFS and TABE Español” for the step-by-step registration procedure.

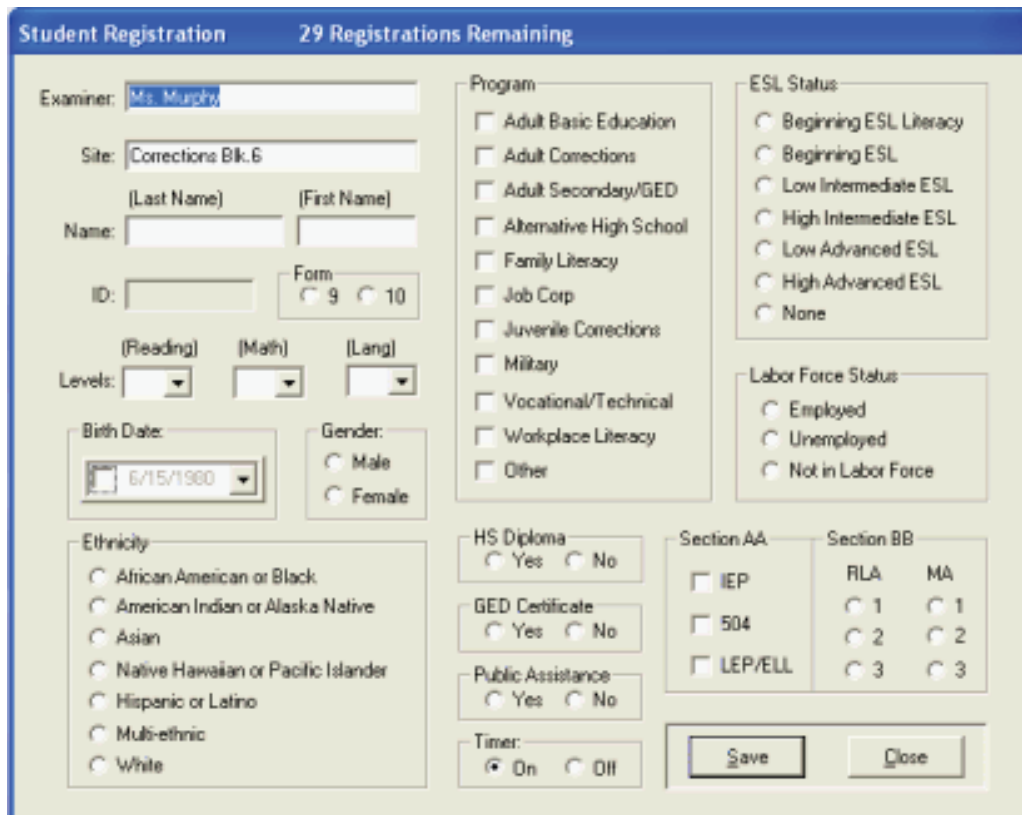


To register an examinee for TABE 9 & 10, follow these steps:

1. Position the cursor on the **Student** menu and select Register. You will see the **Select Group** window.
2. Click on the arrow to the right of the **Select test to display** box to see a drop-down list of all the groups in the database, or the groups that have taken a specific test. To highlight your choice, position the cursor on the group where you want to register the new student, and click Select.
3. Type up to 10 characters to uniquely identify this student, then click **OK**.



4. You will see the **Student Information** window. Indicate identifying information about the student and what TABE tests they will be assigned and the test level. Other student information includes birthdate, ethnicity, education, programs and ESL status.



**NOTE:** At the top of the **Student Registration** window, you will see how many registration tokens you have remaining.

5. When you have designated the student's information, click **Save**. If you did not specify a test level, you will be asked if you want to assign a Locator Test for this student to determine their level. After you save the information, you can enter another student ID and register more students. After registration is complete, the student can take the TABE test(s).

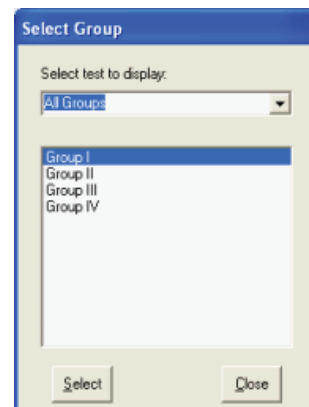
## REGISTERING EXAMINEES FOR TABE WFS AND TABE ESPAÑOL

Use the **Registration** command in the **Student** menu to register a student. Registration includes assigning a student to a group, specifying a unique student identification, and indicating the TABE WFS or TABE Español test level. After saving the student information, the student can take the TABE test(s).

**NOTE:** There is a different **Registration** window for TABE WFS and TABE Español from TABE 9 & 10 because of the test levels. See Chapter 2 “The Tests of Adult Basic Education” for descriptions of the norms and subtests.

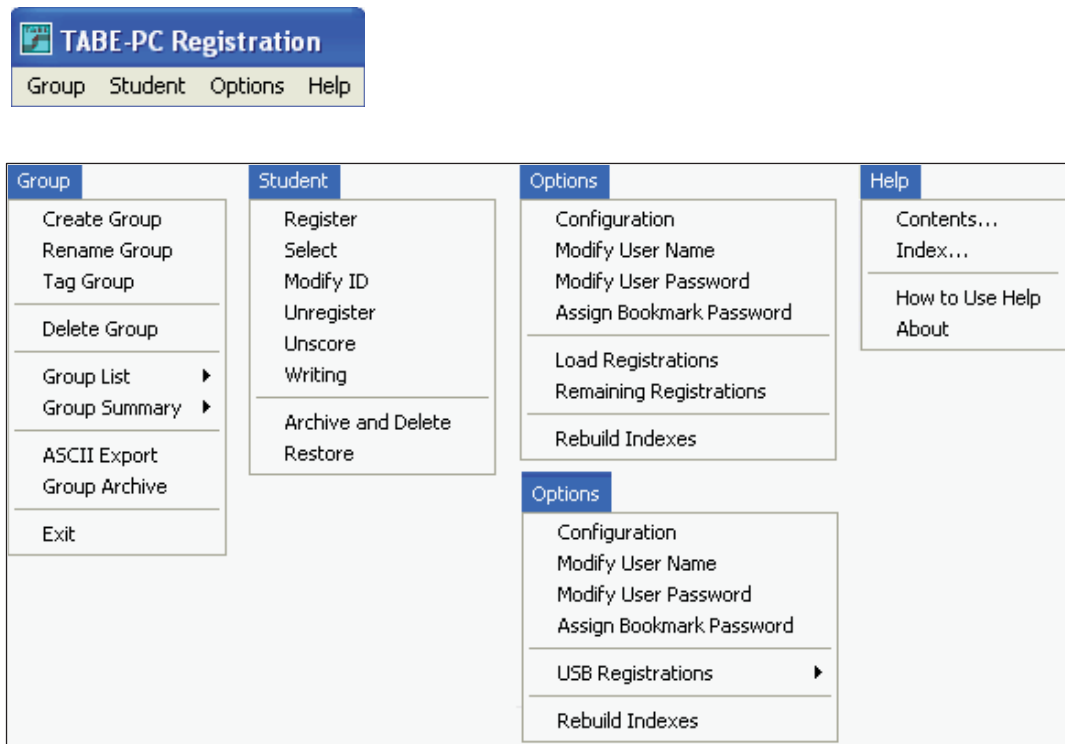
**To register an examinee for TABE WFS or TABE Español , follow these steps:**

1. Position the cursor on the **Student** menu and select **Register**. You will see the **Select Group** window.
2. Click on the arrow to the right of the **Select test to display** box to see a drop-down list of all the groups in the database, or the groups that have taken a specific test. To highlight your choice, position the cursor on the group where you want to register the new student, and click **Select**.



## TABE-PC MENUS AND COMMANDS

There are four drop-down menus in the TABE-PC menu bar.



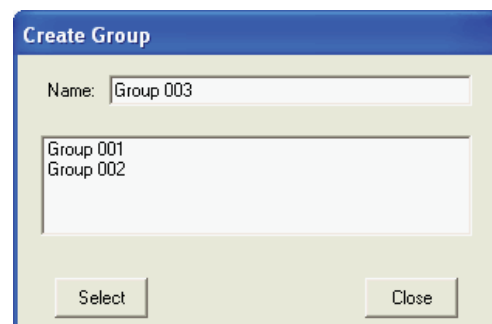
### THE GROUP MENU

The **Group** menu provides commands for managing groups, which are a collection of tests that you will associate with examinees during student registration. These commands let you create, rename, archive and delete groups. You can identify tag groups, print group reports, and export test results to an ASCII file.

#### CREATE GROUP COMMAND

Use this command to create a group, which is a collection of tests. Position the cursor on the **Group** menu and click on **Create Group**.

In the **Create Group** window, type a group name of up to 18 characters (including spaces) in the **Name** box. A group name cannot begin with a blank.



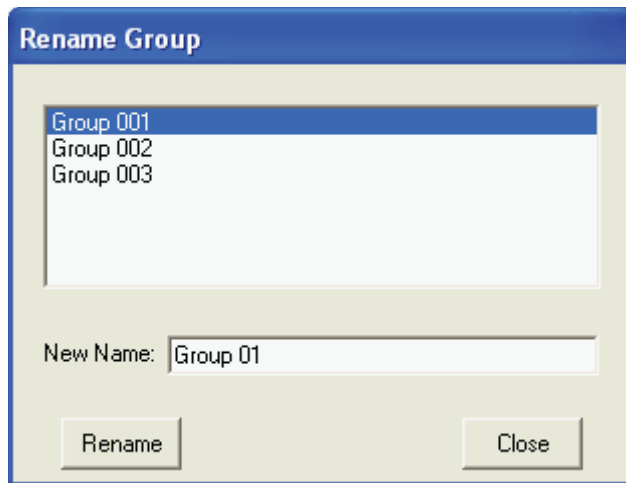
Once you have typed a group name, click **Select**. If you click **Close**, you do not create a new group, and return to the opening window.

All groups in the current database will be listed alphabetically. If this is the first group you are creating, both boxes in the **Create Group** window will be blank.

## RENAME GROUP COMMAND

Use this command to rename a group, which is a collection of tests. Position the cursor on the **Group** menu and click on **Rename Group**.

You will see the **Rename Group** window alphabetically listing all the groups in the database. Position the cursor on the group you want to rename. Click in the **New Name** box, and type a group name of up to 18 characters (including spaces). A group name cannot begin with a blank.



After typing a new group name, click **Rename**. The new group name appears in the list, click **Close** to exit this window and return to the opening screen.

**NOTE:** If you try to rename a group to an existing group name, TABE-PC will tell you to enter a different name.

## TAG GROUP COMMAND

Position the cursor on the **Group** menu and click on **Tag Group**. You will see a window alphabetically listing all the students in the selected group(s).

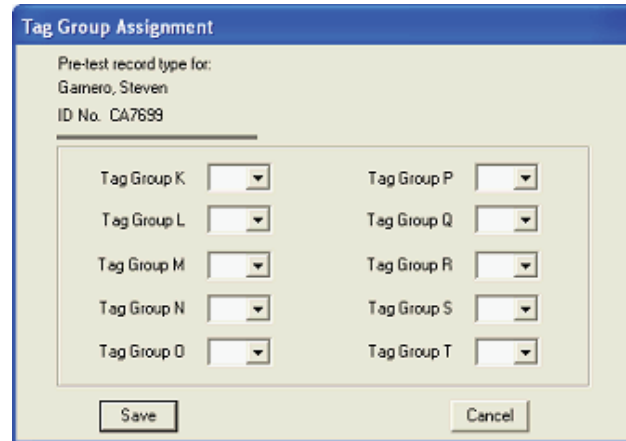
1. Designate a number (0-9) for each of the 10 tag groups (K-T) that indicates the tag groups (if any) to which a student belongs.
2. Click on the arrow to the right of the **Select Groups to include** box to see a drop-down list of groups. In this example, **All Groups** was selected, so you see all the student names in all the groups.

Student Name	Student Number	Tag Groups									
		K	L	M	N	O	P	Q	R	S	T
Carri, Sean	CA7829	3	2				5				
Garcia, Aaron	CA7028	2	2	3	1						
Gamero, Steven	CA7699										
Hansen, George	CA7532	1	1	2	2	2					
Harrod, John	CA6215		1	2			5				
Higuera, Carlos	CA5435		1	2			5				
Jellnes, Bob	CA6654		1	2			5				
Maikam, Matthew	CA7762										
Pardeux, Jaime	CA7210	2	1	2			5				

- Position the cursor on a student's name, and click **Select**. You will see the **Tag Group Assignment** window. Click on **Close** to exit the **Student List** window and return to the opening window.



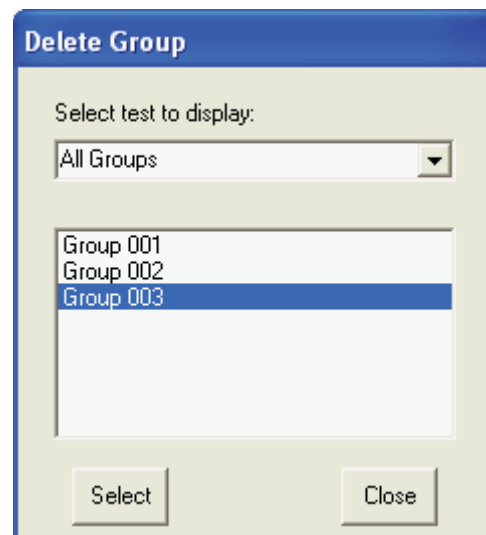
- In the **Tag Group Assignment** window, click on the arrow to the right of a tag group box, then select a number (0-9) from the drop-down list.
- After assigning tag group settings, click **Save** to select another student from the list, or click **Cancel** to exit the window without saving your changes.



## DELETE GROUP COMMAND

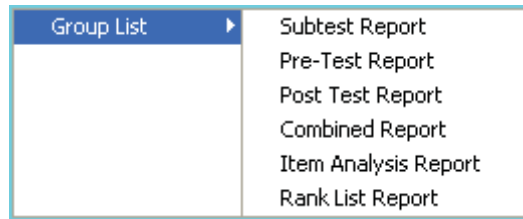
Use this command to delete a group. To delete a group, you must first use the Archive and **Delete** command. If you attempt to delete a group without first archiving the group, TABE-PC will inform you that you must first archive and delete. Archiving data before you delete the group provides a mechanism for you to restore the data to the current database.

- Position the cursor on the **Group** menu and click on **Delete Group**. You will see the **Delete Group** window.
- Click on the arrow to the right of the **Select test to display** box to see a drop-down list of the groups and tests in the database.
- Position the cursor on the group you want to delete from the list and click on **Select**.
- You will see a message asking you to verify that you want delete this group from the list. Click on **Yes** to delete the group; click on **No** to cancel the deletion.
- Click on **Close** to close the **Delete Group** window and return to the opening screen.



## GROUP REPORTS COMMAND

Use this command to view and print reports on a selected group. Position the cursor on the **Group** menu and click on **Group Reports**. You will see this submenu listing the report types.

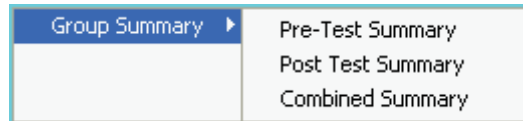


**NOTE:** You can choose to report on an entire group of students or a tag group.

For more information on the TABE-PC reports and examples of the different types, see Chapter 8.

## GROUP SUMMARY COMMAND

Use this command to view and print reports on a selected group. Position the cursor on the **Group** menu and click on **Group Summary**, the submenu lists the report types.



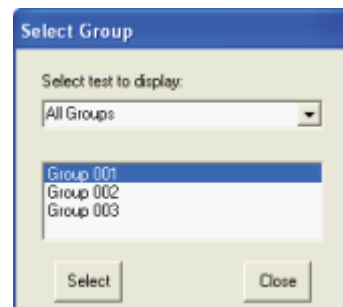
**NOTE:** You can choose to report on an entire group of students or a tag group.

For more information on the TABE-PC reports and examples of the different types, see Chapter 8.

## ASCII EXPORT COMMAND

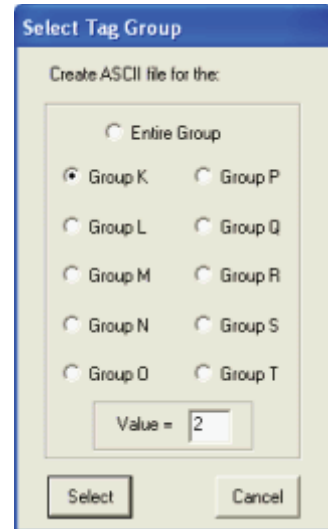
Use this command to export the contents of the currently-active TABE database into an ASCII file. Position the cursor on the **Group** menu and click on **ASCII Export**.

From the **Select Group** window, you can click on the arrow to the right of the **Select test to display** box to select a group, and then click on the **Select** button.



You will see the **Select Tag Group** window where you can specify the tag groups and their value that you want to export. When you have selected the tag group(s), click on **Select**.

You will see the **Open Export File** window, which lists the text files (\*.TXT) in the current folder (directory). Click on the folder icons to go to the folder where you want to export the ASCII file. Type a filename, and click on **Open**. If you select an existing filename, TABE-PC will ask you to verify that you want to append the records you're exporting to the selected file.



When the file export is completed, you will see a message indicating how many records were exported, click on **OK**. TABE-PC creates a file with the name you specified, on the drive and in the directory you specified. The file is in ASCII file format:

- The first record in the file is the header record
- Each record is one line in the file
- Each field is delimited with quotation marks and commas

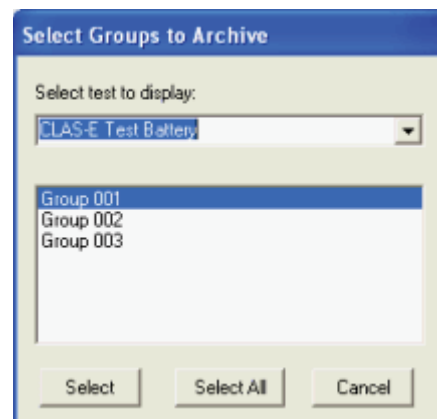
**WARNING:** If you choose to export a group of records to an existing ASCII file, any duplicates (records with identical Student IDs, test and test dates) will be overwritten by the records in the current group.

## GROUP ARCHIVE COMMAND

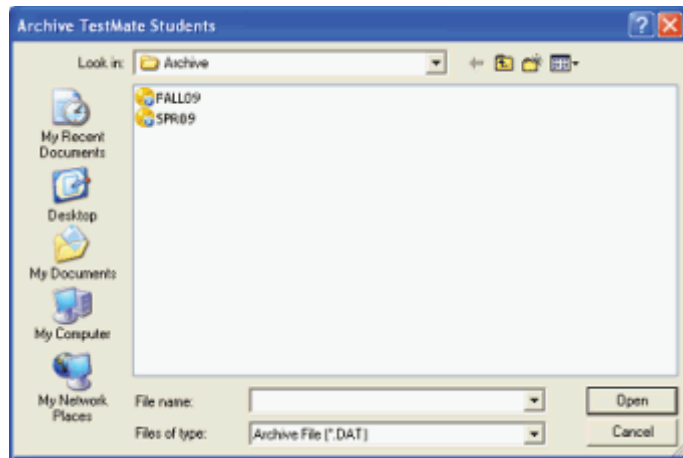
Use this command to archive group data from TABE-PC. Position the cursor on the **Group** menu and click on Group Archive. You will see the **Select Students to Archive** window.

**To archive a group of student's test results:**

1. Click on the arrow to the right of the **Select Test to Display** box to see a drop-down list of the tests.
2. Highlight and click on **Select** to archive one group, or click on **Select All** to archive all the groups.
3. Once you have decided which students you want to remove to the archive file, click on **Archive**.



4. You will see the **Archive** **TABE-PC** window. Specify a filename and location for the archive file (\*.DAT). You can access all the drives and folders (directories) on your computer.
5. Type a filename in the **File name** box, and click on **Open**. If you select an existing archive, unique records in the current database are appended to the file.



**WARNING:** If you select an existing archive, duplicate records in the current database overwrite the records in the archive. Duplicate records have the same student identification, test and test date.

6. You will see a message asking you to verify the number of tests you want to archive; click on **OK** in the directions box. TABE-PC archives the student records in the file and location you specified.

## EXIT COMMAND

Use this command to exit TABE-PC. Position the cursor on the **Group** menu and click on **Exit**.

## THE STUDENT MENU

The **Student** menu provides commands for managing students (examinees). Use these commands to select a student, modify student data such as their unique identification number, assign students to tag groups, and print student's TABE test results. You can also archive and delete student information from the current database to another file, and restore student information from a file to the current database.

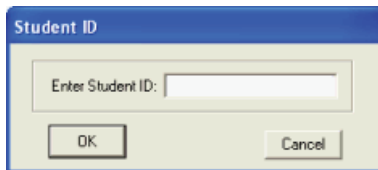
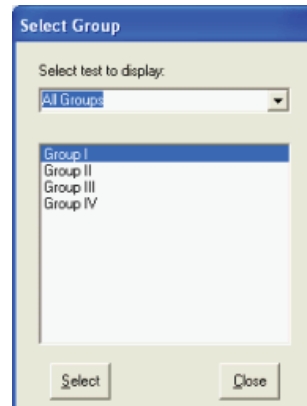


## REGISTER COMMAND

Use the **Registration** command in the **Student** menu to register a student. Registration includes assigning a student to a group, specifying unique student identification, and indicating the TABE form and level. After saving the student information, the student can take the TABE test(s).

**NOTE:** There is a different **Registration** window for TABE WFS and TABE Español from TABE 9 & 10 because of the test levels. See “Registering Examinees for TABE WFS and TABE Español” in Chapter 3 for the step-by-step registration procedure.

1. Position the cursor on the **Student** menu and select **Register**. You will see the **Select Group** window.
2. Click on the arrow to the right of the **Select test to display** box to see a drop-down list of all the groups. Position the cursor on the group where you want to register the new student, and click **Select**.
3. Type up to 10 characters to uniquely identify this student, then click **OK**.



4. You will see the **Student Information** window. Indicate identifying information about the student and what TABE tests they will be assigned and the test level. Other student information includes birthdate, ethnicity, education, programs and ESL status.

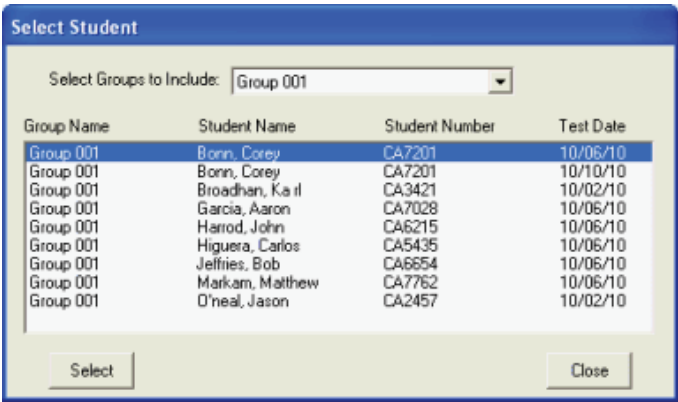
**NOTE:** At the top of the **Student Registration** window, you will see how many registration tokens you have remaining.

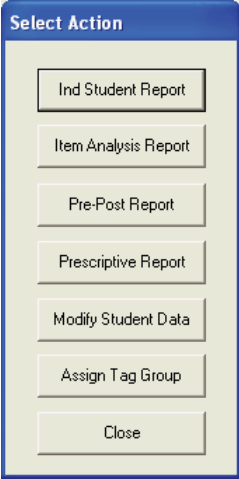
- When you have designated the student's information, click **Save**. If you did not specify a test level, you will be asked if you want to assign a Locator Test for this student to determine their level. After you save the information, you can enter another student ID and register more students. After registration is complete, the student can take the TABE test(s).

## SELECT COMMAND

Use this command to select a student so you can view or print their personal information and test data.

**NOTE:** To modify a student's ID number, use the **Student** menu **Modify ID** command.

- Position the cursor on the **Student** menu and click on **Select**. You will see the **Select Student** window.

Group Name	Student Name	Student Number	Test Date
Group 001	Bonn, Corey	CA7201	10/06/10
Group 001	Bonn, Corey	CA7201	10/10/10
Group 001	Broadhan, Kaitl	CA3421	10/02/10
Group 001	Garcia, Aaron	CA7028	10/06/10
Group 001	Harrod, John	CA6215	10/06/10
Group 001	Higuera, Carlos	CA5435	10/06/10
Group 001	Jeffries, Bob	CA6654	10/06/10
Group 001	Markam, Matthew	CA7762	10/06/10
Group 001	O'neal, Jason	CA2457	10/02/10
- Click on the arrow to the right of the **Select Groups to Include** box to see a drop-down list of all the groups in the database. You can display the students in a specific group or all the students in all the groups.
- The list displays the group name, student name, and student number. To highlight your choice, position the cursor on the student you want to select, and click on **Select**.
- Click on **Close** to close the **Select Student** window and return to the opening screen.
- After you select a student from the list and click on **Select**, you will see the **Select Action** window where you can:
  - View and print reports.
  - Modify and view student data, such as birthdate, ethnicity, special programs, labor force and ESL status.
  - Assign the selected student to a tag group.

For more information on the TABE-PC Student Reports, see Chapter 8.

## MODIFY ID COMMAND

Use this command to modify a student's identification number. Position the cursor on the **Student** menu and click on **Modify ID**. You will see the **Select Student** window.

**NOTE:** To modify other personal information for a student, such as birth date or tag group, use the **Student** menu **Select** command.

1. Click on the arrow to the right of the **Select Groups to Include** box to see a drop-down list of all the groups in the database. You can display the students in a specific group or all the students in all the groups.

Group Name	Student Name	Student Number
Group 001	Garcia, Aaron	CA7028
Group 001	Harrod, John	CA6215
Group 001	Higuera, Carlos	CA5435
Group 001	Jeffries, Bob	CA6654
Group 001	Markam, Matthew	CA7762
Group 002	Carr, Sean	CA7829
Group 002	Garnero, Steven	CA7699
Group 002	Hansen, George	CA7532
Group 002	Pardeux, Jaime	CA7210

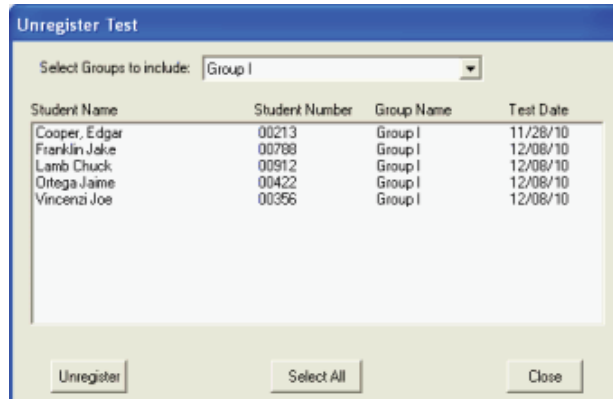
2. The list displays the group name, student name, and student number. To highlight your choice, position the cursor on the student you want to select, and click on **Select**. Click on **Close** to close the **Modify ID** window and select another student.
3. If an identification was not scanned (or manually entered) for this student, TABE-PC automatically assigns a unique identification.
4. After selecting a student identification to modify, you see the **Modify ID** window. You can type a new alphanumeric identification of up to 9 characters. Identifications must be unique. If you duplicate an identification, a message indicates that the student record already exists.
5. Click on **Save** to update the database with the new student identification. You will see a message verifying that the identification has been successfully update. If you click on **Cancel**, you return to the opening screen.

Student Number: CA7829  
Student Name: Carr, Sean  
New Number:   
Save Cancel

## UNREGISTER COMMAND

Use this command to unregister a student, freeing a registration counter. Position the cursor on the **Student** menu and click on **Unregister**. You will see the **Unregister Test** window.

1. Click on the arrow to the right of the **Select Groups to Include** box to see a drop-down list of all the test groups in the database. The list displays the student name, student number, group name and test date.
2. Use the buttons at the bottom of the window to select students to unregister for the selected test.
  - Click **Unregister** to unregister the highlighted students.
  - Click **Select All** to select all the students in the list.
  - Click **Close** to return to the opening window.

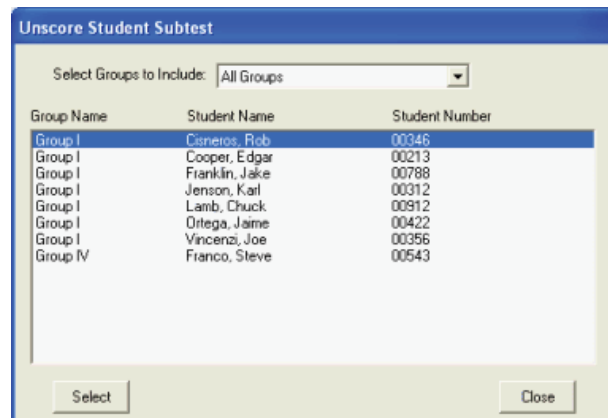


**NOTE:** You can unregister a student only if there is no data associated with the student's record. If a student has taken any of the subtests in a test group, you will not see their name in the **Select Test** window.

## UNSCORE COMMAND

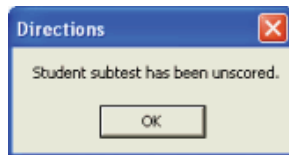
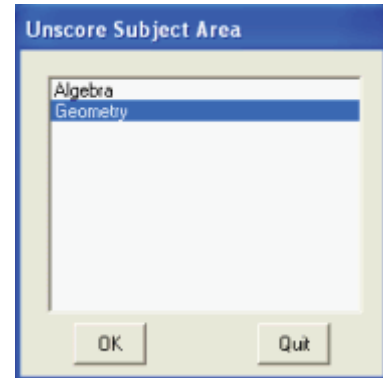
Use this command to unscore student subtests. When a test administrator unscores a student subtest, the next time the student uses TABE Online or TABE Español they can re-take the test.

1. Position the cursor on the **Student** menu and click on **Unscore**. You will see the **Unscore Student Subtest** window.
2. Click on the arrow to the right of the **Select Groups to Include** box to see a drop-down list of all the groups in the database. You can display either the students in a specific group or all the students in all the groups. The list displays the group name, student name, and student number. To highlight your choice, position the cursor on the student name,



and click on **Select**. If you click on **Close**, TABE-PC closes the **Unscore Student Subtest** window and you return to the opening screen.

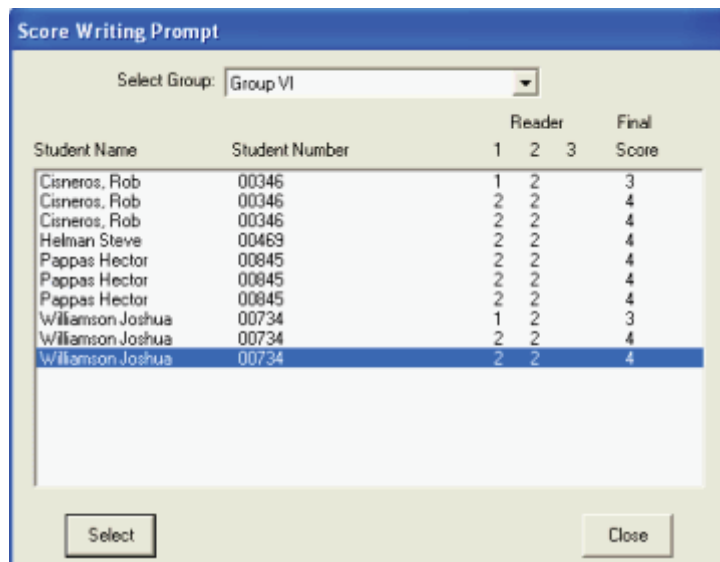
3. If you select a student who has taken a subtest, you will see the **Unscore Subject Area** window where you can select a subject area to unscore. Position the cursor on the subject area, and click **OK**. If you click Quit, you return to the **Unscore Student Subtest** window.
4. After clicking **OK**, you will see the following message.



## WRITING COMMAND

The **Writing** command in the **Student** menu lets up to three readers score a student essay on a 4-point scale with condition codes (A-D) for unscorable essays.

Select a student from the **Score Writing Prompt** window. You will see a split window with the selected student's name at the top of the window, and their essay in the top half of the window.



The bottom half of the window contains the scoring rubric for quick reference. Use the arrows and sliders at the right of the window to navigate through the entire essay and rubric.

Readers enter their score by clicking on the arrow to the right of the **Score** box, and selecting from the list. The available scores are 1-4. If the essay is unscorable, there are condition codes A-D. If Reader 1's and Reader 2's score vary by more than one point, a third reader (Reader 3) must score the essay.

See "Appendix A: TABE 9 & 10 Writing Rubric" for detailed information about each score point and condition code.

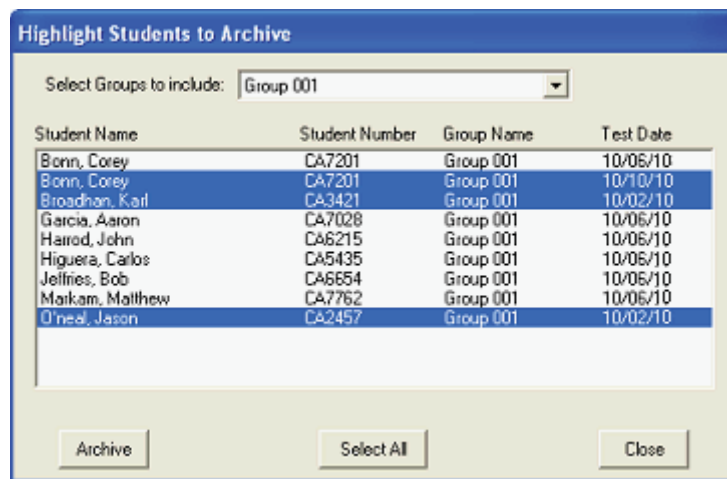
## ARCHIVE AND DELETE COMMAND

Use this command to archive student data to another file, and remove student data from the current database.

**NOTE:** If you intend to copy an archived file for use on another computer, you must copy both the \*.DAT and its corresponding \*.IDX from your computer directory to use the TABE-PC **Restore** command on the destination computer. If you are saving the archived file directly to removable media using the **Archive and Delete** command, TABE-PC will save both the \*.DAT and the \*.IDX on your medium.

1. Position the cursor on the **Student** menu and click on **Archive and Delete**. You will see the **Select Students to Archive** window.

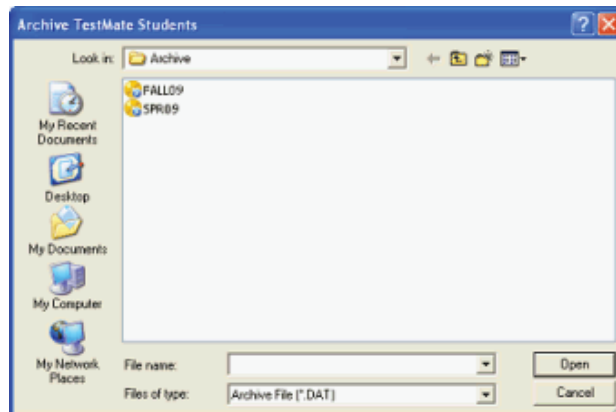
2. Click on the arrow to the right of the **Select Groups to Include** box to see a drop-down list of all the groups in the database. Display the students in a specific group or all the students in all the groups.



3. Once you have decided which students you want to remove to the archive file, click on **Archive**. To select one or more students,

- Click on a student's name.
- Shift-Click to select consecutive names in the list.
- Ctrl-Click to select non-consecutive names.
- Click on **Select All** to select all the students in the group. The **Select All** button will toggle to **Select None** if you want to de-select all the students.
- Clicking a second time on the student name will de-select your choice.

4. You will see the **Archive Students** window. Specify a filename and location for the archive file (\*.DAT). You can access all the drives and folders (directories) on your computer. Type a filename in the **File name** box, and click on **Open**. If you select an existing archive, unique records in the current database are appended to the file.



**WARNING:** If you select an existing archive, any duplicate records in the current database overwrite the records in the archive. Duplicate records have the same student identification, test and test date.

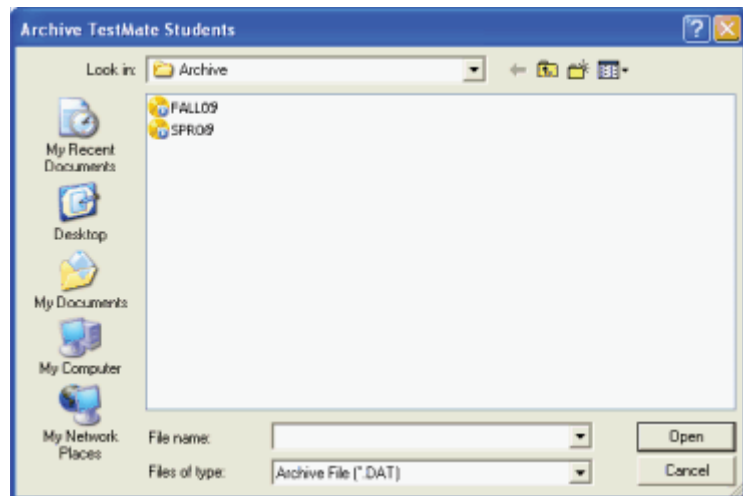
5. You will see a message asking you to verify the number of tests you want to archive; click on **OK** in the directions box. TABE-PC archives the student records in the file and location you specified.
6. TABE-PC asks if you want to remove the selected tests (students) from the database. Click on **Yes** to delete these records from the current database; click on **No** to return to the Highlight **Students to Archive** window without removing any records.
7. Click on **Close** in the **Highlight Students to Archive** window to return to the opening screen.

**WARNING:** TABE-PC will allow you to delete records from the current database only after they have been successfully archived. Use the **Student** menu **Restore** command to restore deleted records from an archive (\*.DAT) file to the current database.

## RESTORE COMMAND

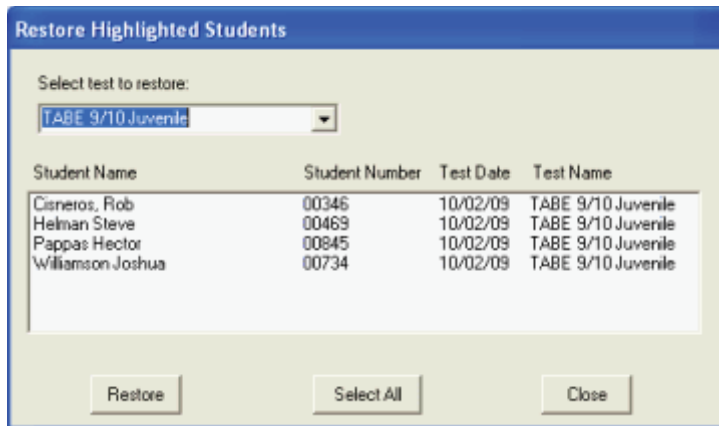
Use this command to restore student data from an archive (\*.DAT) file to the current database.

1. Position the cursor on the **Student** menu and click on **Restore**.
2. You will see the **Archive Students** window where you specify the filename and location of the database archive file (\*.DAT). You can access all the drives and folders (directories) on your computer. Type a filename in the **File name** box, and click on **Open**. If the archive file you want to restore is not in the current directory, select the drive and folder where archive file (\*.DAT) is located.



**WARNING:** If you select an existing archive, any duplicate records in the current database overwrite the records in the archive. Duplicate records have the same student identification, test and test date.

3. After opening an archive (\*.DAT) file, you see the **Restore Highlighted Students** window; select one or more students,
  - Click on a student's name.
  - Shift-Click to select consecutive names in the list.
  - Ctrl-Click to select non-consecutive names.
  - Click again to de-select your choice.
  - Click **Select All** to select all the students. The button toggles to **Select None** if you want to de-select all the students.

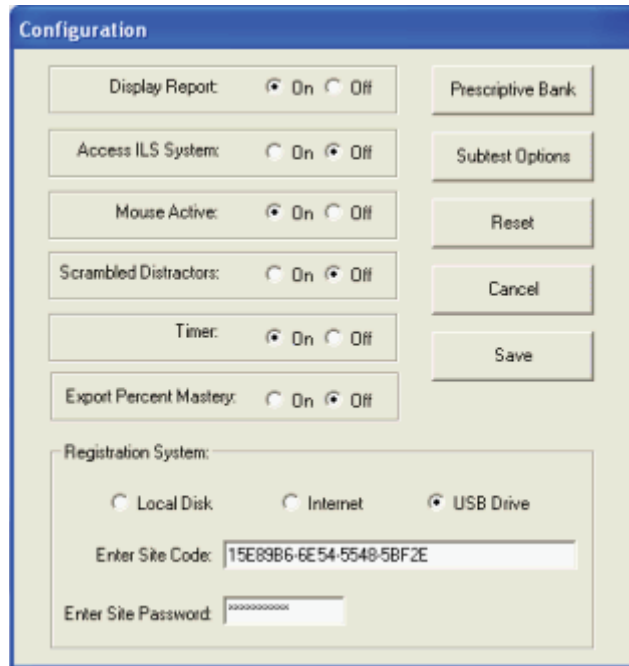


4. Once you have decided which students you want to remove to the archive file, click Restore.
5. A message asks you to verify the number of tests to restore; click **OK** in the directions box. TABE-PC restores the selected student records from the archive file to the current database and provides a verification message, click **OK** to return to the opening window.

**NOTE:** If you are restoring an archived TABE-PC file copied from another computer, you must copy both the \*.DAT and its corresponding \*.IDX to the directory on your computer before you can use the **Restore** command. If the file you want to restore was archived directly to removable media, both the \*.DAT and the \*.IDX will be on your medium.



1. Position the cursor on the **Options** menu and select **Configuration**.
2. You will see the **Configuration** window where you can define your specific system configuration.
  - Click radio buttons to turn an option **ON** or **OFF**.
  - Click on the **Prescriptive Bank** and **Subtest Options** buttons to specify information about these options.
  - If your registration tokens are on the Internet, type the site code and password in the boxes.
3. When you have finished indicating your configuration options, click:
  - **Reset** to change all the configuration options to their original settings.
  - Click **Cancel** without saving any changes; you return to the opening window.
  - Click **Save** to store the configuration options, and return to the opening window.



### ***DISPLAY REPORT OPTION***

Click **Display Report ON** to display an examinee’s test results after each test is completed and scored. When **Display Report** is **OFF**, the examinee does not see their scores.

### ***ACCESS ILS SYSTEM OPTION***

Click **Access ILS ON** to correlate an examinee’s test performance to lessons in the Open Integrated Learning System (if it is installed on your computer). Then the examinee can take the instructional courseware lessons needed for the skills measured by the tests.

### ***MOUSE ACTIVE OPTION***

Click **Mouse Active ON** for the examinee to use their keyboard or a mouse when taking tests. When Mouse Active is OFF, the examinee can only use the keyboard to take the tests.

### ***SCRAMBLED DISTRACTORS OPTION***

Click **Scrambled Distractors ON** to rearrange test items for each student so the set of correct answer letters is different. When **Scrambled Distractors** is **OFF**, the test items retain the same order from one student to the next.

### ***TIMER OPTION***

Click **Timer ON** to administer a "timed" test. Tests in TABE batteries are usually timed. When the timer is on, a message will tell the examinees when time is running out. You can turn the **Timer OFF** for selected examinees to permit an unlimited testing time.

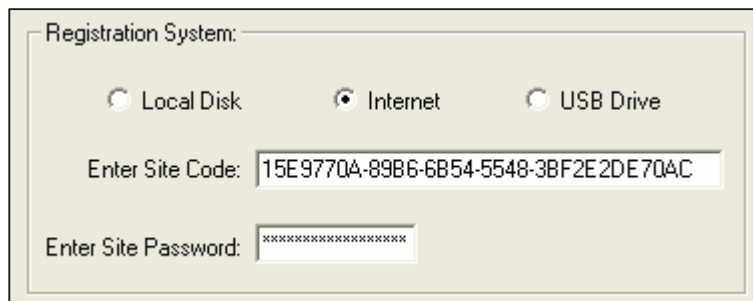
**NOTE:** If you allow students a different amount of time than is standard, the usefulness of normative data is compromised.

### ***EXPORT PERCENT MASTERY OPTION***

Click **Export Percent Mastery ON** to configure the ASCII export file to contain a percentage value of mastery for each objective. When Export Percent Mastery is **OFF** the ASCII export file contains a symbol of mastery (+, -, or P) for each objective.

### ***REGISTRATION SYSTEM OPTIONS***

**Registration System** options Indicate whether the TABE-PC registration tokens are on a **Local Disk**, the **Internet**, or a **USB Drive**. If you select **Internet**, you must specify the site code and site password to access the registers. If you are transferring registrations tokens using a USB Drive, you must first specify the Internet site code and password so the tokens are available on the Internet computer (web server) to transfer with the USB Drive to the requesting workstations, which do not need to be connected to the Internet.



The screenshot shows a dialog box titled "Registration System:" with three radio button options: "Local Disk", "Internet", and "USB Drive". The "Internet" option is selected. Below the options are two text input fields: "Enter Site Code:" containing the alphanumeric string "15E9770A-89B6-6B54-5548-3BF2E2DE70AC" and "Enter Site Password:" containing a series of asterisks "\*\*\*\*\*".

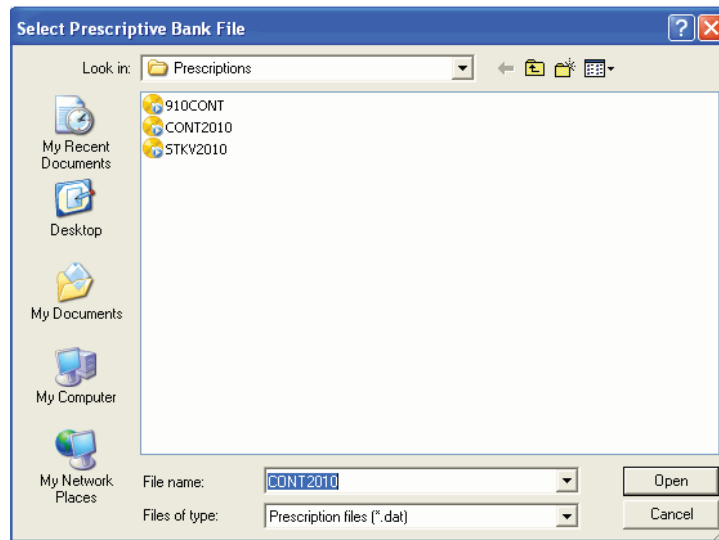
1. Select the location of your registration tokens:
  - If your registration tokens are located on a local disk drive of your computer, click the **Local Disk** option.
  - If your registration tokens are located on the Internet, click the **Internet** option, then specify the Internet site code and password.
  - If your registration tokens will be transferred from a web server using a USB drive, click the Internet option, specify the Internet site code and password, and then click the **USB Drive** option.
2. After designating the registration system location, click the **Save** button.

**NOTE:** If you select **Local Disk** or **Internet** (without designating **USB Drive**), you will see the **Load Registrations** command in the **Options** menu. If you select **USB Drive** (designating the Internet site code and password), you will see the **USB Registrations** command.

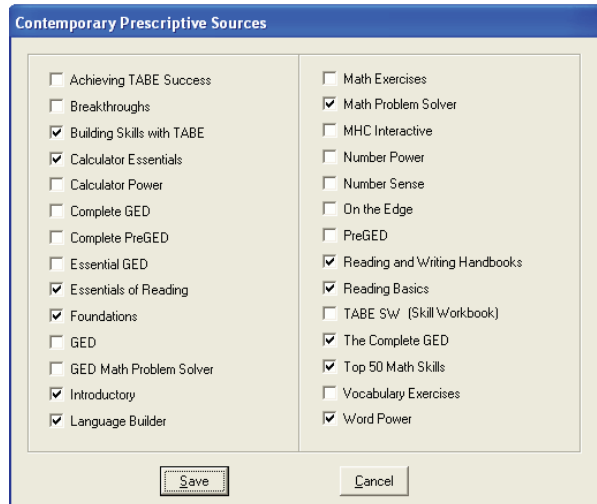
### ***PRESCRIPTIVE BANK OPTIONS***

**Prescriptive Bank** options let you assign any of the prescriptive banks that you have purchased from CTB. **Prescriptive Bank** links a prescriptive bank to TABE-PC for each registered group. The prescriptive report uses this bank to detail appropriate remedial instruction for each specific skill in need of improvement.

1. Click the **Prescriptive Bank** button to see the **Select Prescriptive Bank File** window where you can select from list of available files.
2. Double-click on a prescriptive bank file name.



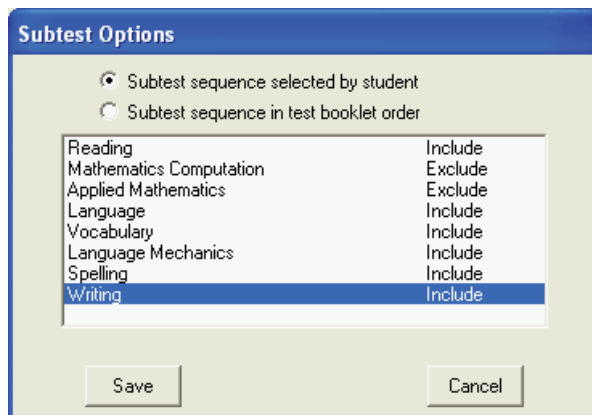
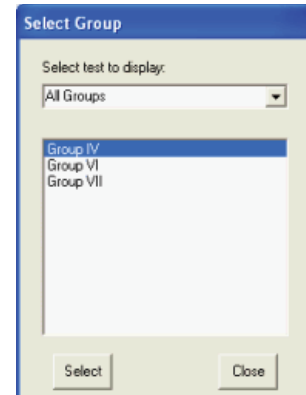
3. If you select either **CONT2010** or **STKV2010**, you will see the **Prescriptive Sources** window where you can select from a list of resources contained in the selected prescriptive bank.
4. Click to check which sources you want to assign, then click **Save**. Click **Cancel** to return to the **Configuration** window.



### ***SUBTEST OPTIONS***

**Subtest Options** define which subtests are to be administered to a specific registered group, and the order the examinees in the group will take the tests.

1. Click the **Subtest Options** button and select a group.
2. You will see the **Subtest Options** window where you select whether you want the student to select the subtest sequence or you want the subtest sequence to follow the test booklet's order.



## MODIFY USER NAME COMMAND

Use this command to change your user name.

1. Position the cursor on the **Options** menu and select **Modify User Name**.
2. The current user name will be highlighted. Type a new user name in the box provided (up to 9 characters).
3. Retype your new user name in the bottom box to verify, and then click **OK**. If you click **Cancel**, you will exit without changing the current user name.



## MODIFY USER PASSWORD COMMAND

Use this command to change your password.

1. Position the cursor on the **Options** menu and select **Modify User Password**.
2. Type your new password in the box provided. A password can be up to 9 characters.
3. Retype your new password in the bottom box to verify, and then click **OK**. If you click **Cancel**, you will exit without changing the current password.



**NOTE:** To turn off password protection, leave both the new password and the password verification boxes blank, and then click **OK**.

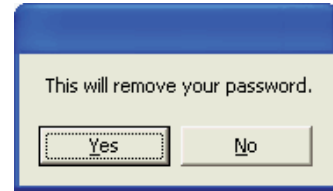
## ASSIGN BOOKMARK PASSWORD COMMAND

Use this command to assign a bookmark password for students taking TABE Online or TABE Español. While taking a test, the student can set a bookmark and stop taking the test. When the student resumes taking the test, TABE Online starts the test at the bookmark. The student will need the password you assign to bookmark their test.

1. Position the cursor on the **Options** menu and select **Assign Bookmark Password**.
2. You will see the **Assign Bookmark Password** window. Type up to 9 alphanumeric characters in the **Enter new password** box. To verify the password, click in the **Retype new password** box. Retype the password exactly as you did the first time, and click **OK**.



3. If you click **Cancel**, TABE-PC does not assign a new bookmark password and you return to the opening window.
4. To remove the bookmark password, press Enter in the **Enter new password** and the **Retype new password** boxes, and click **OK**. You will see a message indicating that your bookmark password will be removed, click **Yes**. If you click **No**, you return to the **Assign Bookmark Password** window.

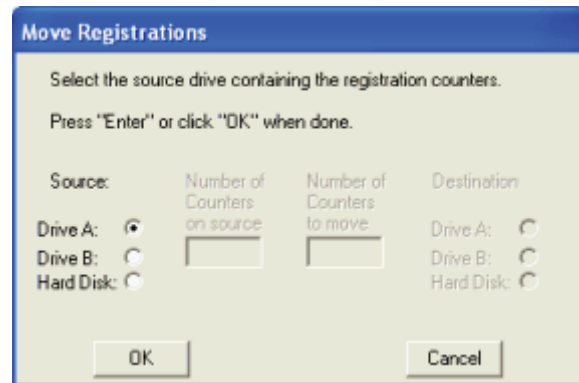


## LOAD REGISTRATIONS COMMAND

Use this command to move registrations from your registration diskette to your computer's hard disk, or to move registrations from your hard disk to a registration diskette for use on another computer.

1. Position the cursor on the **Options** menu and select **Load Registrations**. You will see the **Move Registrations** window.
2. Specify the source drive where the registration counters you want to move are located.

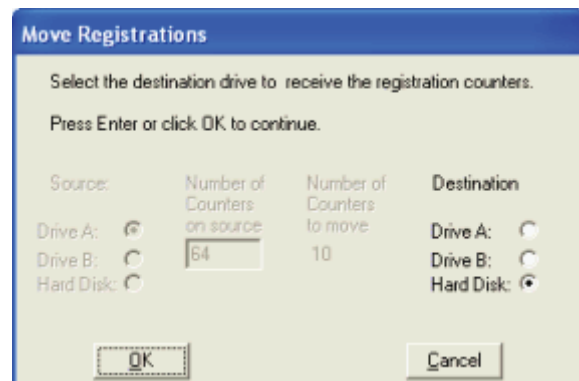
3. If you are moving registration counters from diskette, click next to **Drive A** or **Drive B**. If you are moving registration counters from another computer, select **Hard Disk**.



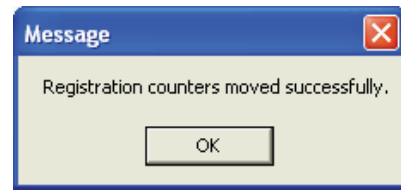
4. When you have specified the source drive, click **OK**. Click **Cancel** to exit this window without loading any registration

counters. The **Number of Counters on source** column indicates how many registration counters are available. The number of counters displayed depends on how many registrations were ordered when TABE-PC was purchased. Type how many registrations you want to move in the **Number of Counters to move** column and click **OK**.

5. Specify the destination drive where you want to move the registration counters. If you are moving registration counters to diskette, select **Drive A** or **Drive B**. If you are moving registration counters to another computer, select **Hard Disk**. When you have specified the destination drive, click **OK**. Click **Cancel** to exit this window without loading any registration counters.



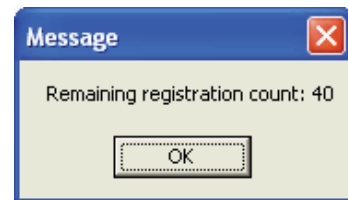
6. You will see a message asking you to confirm that you want to move the registration counters; click **OK**. After TABE-PC moves the registration counters, a message indicates that the move was successful.



## REMAINING REGISTRATIONS COMMAND

Use this command to see how many registration counters are available on your computer's hard disk. If you need to load more registration counters, either from the registration diskette or from another computer, use the Load Registrations command.

1. Position the cursor on the **Options** menu and select **Remaining Registrations**.
2. A message will indicate how many registration counters (if any) remain on your hard disk, click **OK**. When you first install TABE-PC the registration counters are 0. The counter increases depending on how many registration counters you move to your computer, and decreases by one each time you register a student.



## USB REGISTRATIONS COMMANDS

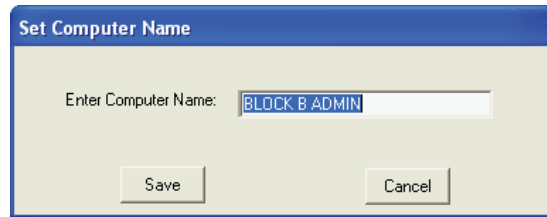
When you select **USB Registrations** from the **Options** menu you will see a submenu containing commands that manage TABE-PC registration tokens so that you can use a USB (flash) drive to move downloaded registrations to the workstations (computers) where they are needed.

## SET COMPUTER NAME COMMAND

Use this command to specify a computer name for the computer you are using. To transfer registrations from one computer to another, you will use this command at each computer where TABE-PC is installed. For example,

- a web-connected computer where you download registrations to the USB drive
- a web-connected workstation with a USB port
- a local-networked workstation with a USB port
- a stand-alone workstation with a USB port

1. Position the cursor on the **Options** menu, **USB Registrations**, and click on **Set Computer Name**.



2. You will see **the Set Computer Name** window where you type a computer name of up to 36 characters (including spaces) in the **Enter Computer Name** box.
3. Once you have typed a computer name, click on **Save**. If you click on **Close**, you do not set the computer name, and you return to the opening screen.

### ***SETUP REQUEST ON WORKSTATION COMMAND***

Use this command at a workstation to request registrations tokens be transferred from the Internet-connected TABE-PC computer using a portable USB Drive. The Internet-connected computer with the registrations functions as a Web Server to process registration token requests from computer workstations that can be stand-alone, connected to a network, or connected to the Internet.

**NOTE:** You must have a USB drive inserted in your workstation to setup the registration token request.

1. Position the cursor on the **Options** menu, **USB Registrations**, and click on **Setup Request** (on Workstation).
2. Type your registration token request in the **Number of Tokens** box.
3. Click on **Save**, you will see a message asking if you want to proceed, click on **Yes**. You will see a message that the request was successful, click on **OK**. If you click on **Cancel**, you will be asked to verify that you want to cancel the operation, click on **OK** to return to the opening screen.



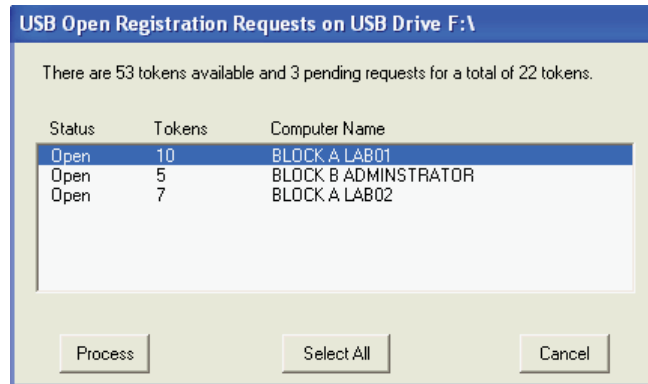
### ***PROCESS REQUEST ON WEB SERVER COMMAND***

Use this command to process requests for registration tokens. When you use this command, you will see a window displaying token requests on the USB drive. From the computer where you loaded registrations (web server), use this command to select one or more workstation requests to process. TABE-PC moves the number of registration tokens from the web server to the USB drive. You can then physically take the USB drive to the requesting workstations, and upload the registration tokens.

**NOTE:** You must have the USB drive with the token request from the Workstation inserted in your Web Server to process the requested registration token(s).



1. Position the cursor on the **Options** menu, **USB Registrations**, and click on **Process Request on Web Server**.
2. You will see a window displaying the **Open registration requests on the USB Drive**, the number of tokens requested at the



workstation, and the computer name of the workstation that requested the tokens:

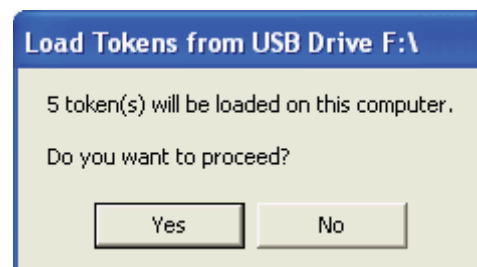
- **Process** fills the token request, transferring tokens from the web server to the USB Drive.
- **Select All/Select None** toggles to select and de-select all the token requests in the list.
- **Cancel** does not process any token requests, and you to return to the opening screen.

### ***LOAD REGISTRATIONS ON WORKSTATION COMMAND***

Use this command to load registration tokens from the USB Drive to a TABE-PC workstation.

**NOTE:** You must have the USB drive with the processed token request from the Web Server inserted in your Workstation to load the requested registration token(s) on the Workstation.

1. Position the cursor on the **Options** menu, **USB Registrations**, and click on **Load Registrations on Workstation**. You will see a message indicating how many tokens have been transferred from the Web Server to the USB Drive and are ready to be loaded on this computer workstation.

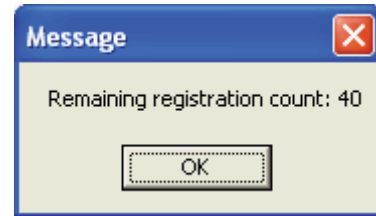


2. Click on **Yes** to load the registration on the Workstation. You will see a message indicating that the tokens have loaded successfully, click on **OK**. If you click on **No**, indicating that you do not want to proceed with loading the tokens on the Workstation, you will see a message that the operation was cancelled, click on **OK** to return to the opening screen.

## REMAINING REGISTRATIONS COMMAND

Use this command to see how many registration counters are available on your computer's hard disk. If you need to load more registration counters, either from the registration diskette or from another computer, use the **Load Registrations** command.

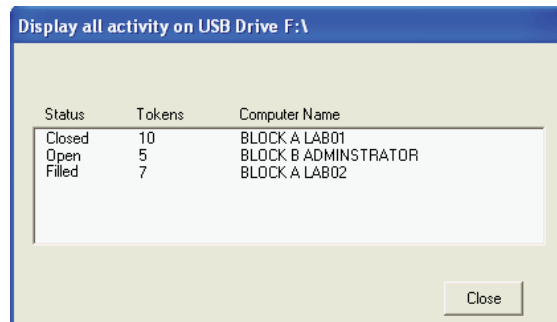
1. Position the cursor on the **Options** menu and select **Remaining Registrations**.
2. A message will indicate how many registration counters (if any) remain on your hard disk, click **OK**. When you first install TABE-PC the registration counters are 0. The counter increases depending on how many registration counters you move to your computer, and decreases by one each time you register a student.



## DISPLAY ACTIVITY ON USB DRIVE COMMAND

Use this command to view the status of USB registration requests.

1. Position the cursor on the **Options** menu, **USB Registrations**, and click on **Display Activity on USB Drive**.
2. You will see a window displaying the registration requests on the USB drive. You will see the status of the request, the number of tokens requested at the workstation, and the computer name of the workstation that requested the tokens:
  - **Open** indicates the workstation has requested the tokens, but the web server has not processed the request.
  - **Filled** indicates the web server has processed the workstation's request, but the tokens have not yet been loaded onto the workstation.
  - **Closed** indicates the web server has processed the workstation's request and the tokens have been loaded onto the workstation.
3. Once you have finished viewing the USB Drive activity, click on **Close** to return to the opening screen.



Status	Tokens	Computer Name
Closed	10	BLOCK A LAB01
Open	5	BLOCK B ADMINISTRATOR
Filled	7	BLOCK A LAB02

## **ADMINISTERING THE TABE TESTS**

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This chapter provides information about administering TABE tests, and how examinees will use TABE Online. Sections include:

- Examiner’s test preparation
- Printed test materials
- Starting TABE Online
- Responding to test items
- Exiting TABE Online

### **PREPARATION**

It is important that the examiner make a special effort to create a testing atmosphere that is orderly, yet relaxed. Examiners using TABE-PC Español must be able to read and speak both English and Spanish.

Tell the examinees that the tests concern basic skills they use in their everyday lives. They need not make any special preparation for testing because the tests are designed to assist in discovering their mastery (or lack of mastery) of skills.

Explain that they might encounter some items that they cannot answer because they have not had experience with the particular content or subject area. Encourage the examinees to attempt all items.

Examinees with little or no previous experience using computers might be apprehensive about taking a computer-administered test. Tell the examinees that they do not need to understand computers to take the test. All instructions appear on-screen, and they can use the keyboard or a mouse.

### **PRINTED MATERIALS**

All TABE test items must be answered using the computer, but some item’s content materials cannot be presented on the screen. Printed materials containing the information are available. The examinee will see on-screen instructions indicating the page(s) they need to read in the printed materials.

Keep all materials secure until the testing session begins. Do not allow examinees to preview the readers before the test. The examiner should check that the examinee has the correct reader for the tests assigned.

<b>TABLE 5-1: PRINTED TEST MATERIALS FOR TABE WFS AND TABE ESPAÑOL</b>	
<b>TABE Work-related Foundation Skills</b>	<b>TABE ESPAÑOL</b>
<i>General Form Reader, Level D</i>	<i>Level E Reader</i>
<i>Trade/Technical Reader, Level D</i>	<i>Level M Reader</i>
<i>Health Reader, Level D</i>	
<i>Business/Office Reader, Level D</i>	

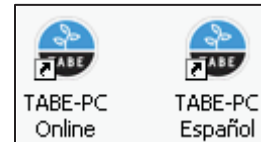
## STARTING TABE-PC ONLINE AND TABE-PC ESPAÑOL

Each TABE examinee must be registered before beginning the test. The form and level of the tests administered can be established at the time of registration or the level can be determined by a Locator test, if one is available for your edition of TABE-PC.

**NOTE:** There is no Locator test for Work-Related Foundation Skills.

**To take a TABE-PC test, follow these steps:**

1. Double-click on the TABE-PC icon.
  - The TABE-PC Online file name is ONLINE32.EXE.
  - The TABE-PC Español file name is ONLINE32S.EXE.



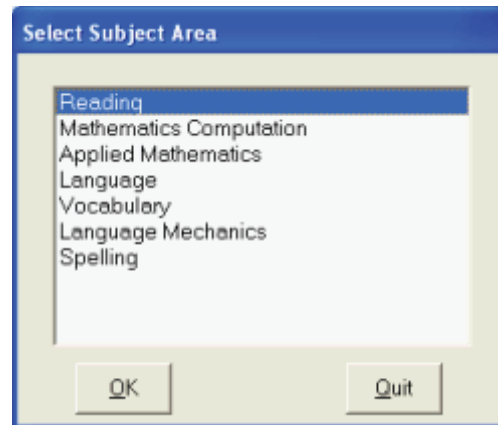
**NOTE:** TABE Español instructions and questions are in Spanish.

- You will see the **Student Sign-On** window. Type your student identification (up to 10 characters), and click **OK**. If you click **Cancel**, you will exit TABE Online. Examiners can provide an examinee with the correct number. The examiner assigns the ID when registering the student.



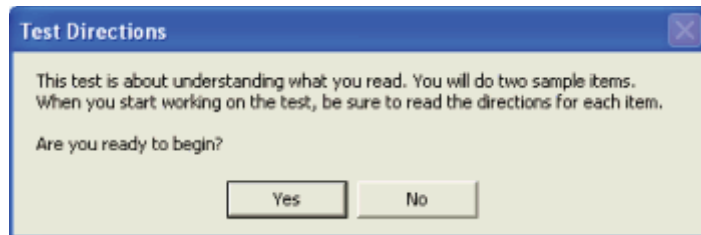
**NOTE:** If the student enters an incorrect number, a message appears requesting the proper number.

- After typing their student identification number and clicking **OK**, the student is asked to verify their sign-on. Click **Yes** if this is the correct name; otherwise, click **No** to return to the **Student Sign-On** window and type the correct student identification.

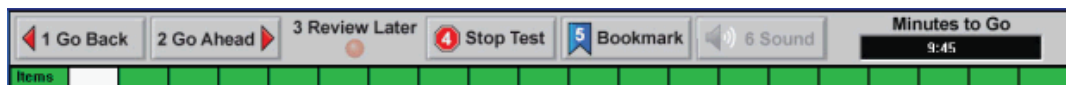


- You will see the **Select Subject Area** window, which lists all the norms assigned for the selected test battery. The student highlights a test, and clicks **OK**. If the student clicks on **Quit**, they will see the **Test Results** window, indicating which of the assigned tests has been taken. Click **Quit** in the **Test Results** window to exit TABE Online.

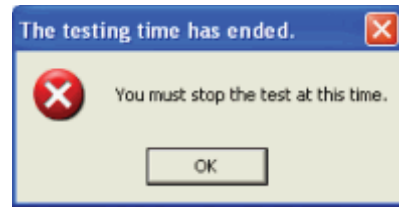
- After selecting a subject area, the student sees a directions box similar to this. Click **Yes** to start the sample test. All the tests have a sample test that the student can use to familiarize themselves with responding to test questions. If the student clicks **No** indicating that they are not ready to begin the test, they return to the **Select Subject Area** window.



- Once the student takes the sample test, the selected test starts. The student navigates the test by using the toolbar at the bottom of the window. The student can track the time, stop the test, and bookmark the item where they want to return.



7. The student receives a 1-minute warning before the end of the test. When the test time has elapsed, the student will see this message. The student clicks **OK**, and returns to the **Select Subject Area** window. For information on how to stop or end the test, see “Stopping TABE Tests” later in this chapter.



## RESPONDING TO TEST ITEMS

TABE questions can be answered using a mouse or keyboard.

### USING THE MOUSE



**An examinee taking the test using a mouse follows these conventions:**

- **Double-click** on the boxed letter answer choice; you will move to the next item.
- **Click** on the numbered icons at the bottom to navigate through the test.
- **Scroll** lengthy passages using the scroll bar arrows at the right of the window.
- **To scroll a line at a time**, position the mouse cursor on the up or down arrow in the scroll bar to the right of the passage and click.
- **To scroll a page at a time**, position the mouse cursor in the scroll bar between the box in the bar and the arrow for the direction you want to move, and click.

### USING THE KEYBOARD

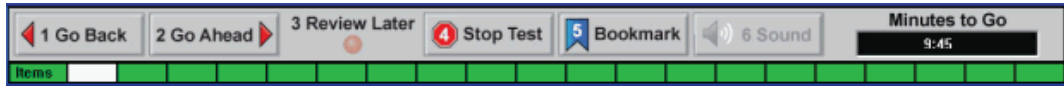
To facilitate testing for examinees unfamiliar with the keyboard, the examiner might want to place a small colored label on the keys that will be used during the testing, or identify the keys in some other way that will make them stand out.

**The examiner should be careful not to obscure the letters or symbols on the keys:**

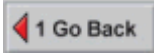
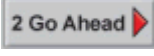

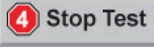
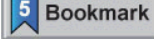
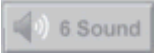
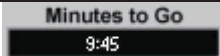
- **A, B, C, D,** and **E** to choose an answer. Press the key twice to enter an answer and move to the next item.
- **1, 2, 3,** and **4** to navigate through the test. When an examinee moves ahead without answering an item, the unanswered item is automatically marked for review.
- **Y** and **N** to respond to Yes/No questions.
-  and  press the up- and down-arrow keys for scrolling lengthy passages.
- **Enter** to move to the next item.
- The keys needed for typing the student identification. (You might want to help students type the number.)

## THE STUDENT TEST TOOLBAR

The student sees a toolbar at the bottom of their screen while taking a TABE-PC test. TABLE 5-2 lists the toolbar buttons and their functions. The toolbar looks like this:



**TABLE 5-2: STUDENT TOOLBAR BUTTONS AND ACTIONS**

Button	Action
	Each time you click the Go Back button, you move to the previous test item. If you are at the first item in the test and click the Go Back button, a test directions box will inform you that you are at the beginning of the test.
	Each time you click the Go Ahead button, you move to the next test item. If you are at the last item in the test and click the Go Ahead button, a test directions box will inform you that you are at the end of the test, and ask if you want to check your answers.
	Click the Review Later button when you want to mark a test item to review at a later time. Clicking this button puts an asterisk next to the item number. When you finish the last test item, you will see a test directions box informing you that you are at the end of the test, and asking if you want to check your answers. Click Yes to return to the test items you marked to review. Click the Go Ahead and Go back buttons to see review all the asterisked items.
	Click the Stop Test button when you want to stop taking the test. You will see a directions box asking you to verify that you want to stop and score the test. Click Yes to return to the Select Subject Area window; click No to resume taking the test.
	Click the Bookmark button to set a bookmark where the student left off. When the student starts TABE Online or TABE Español again, the program will automatically start the test at the bookmark. The test timer stops when the bookmark is set, and resumes automatically when the student returns to taking the test.
	Click on the Sound button if it is highlighted to hear a sound file associated with the current test item. If the Sound button is grayed out, there is no sound associated with this file.
	The time counter indicates how many minutes and seconds you have to finish the current test. If the examiner has administered a test without a time limit, the time counter will be blacked out.

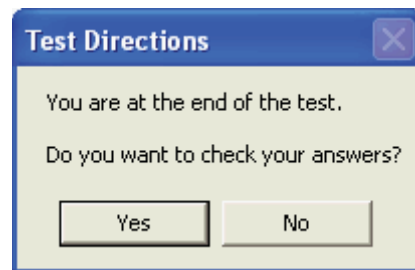
## STOPPING THE TABE TESTS

The student can stop taking the TABE test at any time by:

- Responding to the last test item
- Setting a bookmark to return to the test at another time
- Using the test toolbar **Stop Test** button
- Reviewing their responses
- Scoring their test
- Reviewing their test results

### RESPONDING TO THE LAST TEST ITEM

When the student completes all the test items and responds to the last item, they will see this directions box. The student clicks on **Yes** to review items. The student can use the student test toolbar at the bottom of the screen to go back to items that were marked for later review, or to review answers to all the questions.



### SETTING A BOOKMARK TO RETURN TO THE TEST

The student clicks on the **Bookmark** button in the student test toolbar to indicate where they will resume when they next start the test. When the student starts TABE-PC Online the next time, the program will automatically start the test at the bookmark.

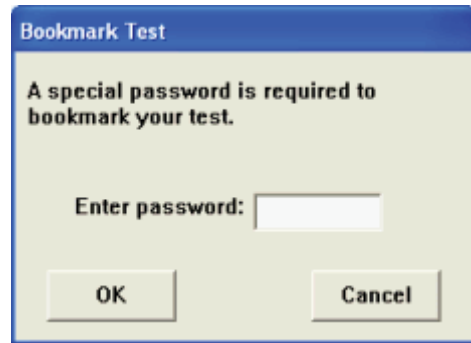
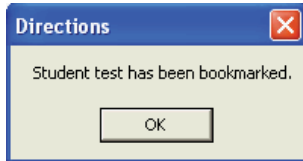
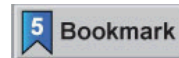
The test timer stops when the student sets a bookmark, and resumes when the student returns to the test.

The test administrator controls access to bookmarks. From the TABE-PC Registration program, the administrator uses the **Assign Bookmark Password** command in the **Options** menu. Before a student can bookmark their test, they must correctly enter the administrator-assigned password. The **Assign Bookmark** command lets administrators eliminate any misuse of bookmarking to gain additional testing time for reading passages or solving math problems. For more information about assigning a bookmark password, refer to Chapter 4 “Assign Bookmark Command.”



To set a bookmark while taking the test, the student follows these steps:

1. While taking a test, the student clicks on the **Bookmark** button in the student toolbar.
2. The student types the administrator-assigned password, then clicks **OK**.
3. The student sees a direction box indicating that the test has been bookmarked, and clicks **OK**. TABE-PC Online closes.

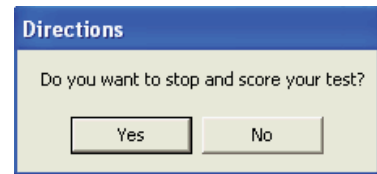
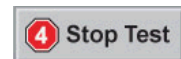


## USING THE STOP TEST BUTTON

During the test, the student can use the **Stop Test** button in the student test toolbar at the bottom of the screen to stop at any time.

To stop taking the test, the student follows these steps:

1. While taking a test, the student clicks on the **Stop Test** button in the student toolbar.
2. The student sees a direction box asking if they want to stop and score their test.
3. The student clicks on **Yes** to stop. If the student clicks on **No**, they can continue taking the test.

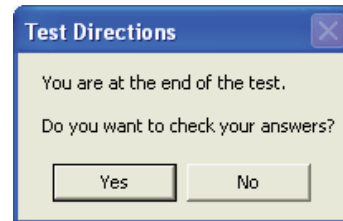


If the student has not completed any subtests, they will see a message. If they have completed at least one subtest, they will return to the **Select Subject Area** window where they can choose to start another test.

## REVIEWING RESPONSES

To review responses, the student follows these steps:

1. While taking a test, the student clicks on the **Review Later** button in the student toolbar. The student will see an asterisk next to the test item number, highlighting the item for review.
2. When the student finishes the last test item, they see a direction box asking if they want to check their answers. The student clicks on **Yes** to review their responses starting at the beginning of the test.



The student uses the **Go back** and **Go ahead** buttons in the student toolbar to check each response. If the student clicks on **No**, they will be asked if they want to stop and score their test at this time.

## SCORING THE TEST

When the student chooses to stop the test, a confirmation is required before TABE Online will score the test.

**NOTE:** Once a student chooses to score their test, they are no longer allowed to respond or change any of their responses.

If for any reason the examiner needs to unscore a student's test, they can use TABE-PC Registration's **Unscore** command in the **Student** menu.

## REVIEWING TEST RESULTS

The examiner must have used the TABE-PC **Configuration** command in the **Options** menu, turning on the **Display Report** option for a student to see their test results. For more information, see Chapter 4 "Configuration command."

When the examiner has set the **Display Report** option on, the student can view their score after each test is completed and scored. When **Display Report** option is off, the examinee cannot view their score.