TABE

Examiner Instructions for Remote Testing

Please note: This document was revised for Pennsylvania-specific guidance on March 30, 2022.

Remote TABE Testing Using a Web Conferencing Service

DRC allows remote testing of TABE Online assessments using a web conferencing service. Students take their tests remotely while attending a web meeting with a TABE Test Administrator as proctor.

Remote Testing Guidelines

TABE tests, when administered remotely, should follow as closely as possible the requirements for on-site administration.

- State approval for remote proctoring is required for WIOA-funded providers.

- The Test Examiner must be trained and familiar with using TABE Online.

- The Test Examiner must use a supported web conferencing platform and be familiar with the use of that platform. Possible options are Zoom, Webex, Google Meet, Microsoft Teams, Skype, GoTo-Meeting, Blackboard Collaborate.

- For new Remote Test Examiners, it is recommended to limit Remote Proctoring to five students for each Web Conferencing Session. For Proctors experienced in remote testing no more than 15 students are recommended for each Web Conferencing Session.

- All tests and test materials must be kept secure.

- All tests must be proctored.

System Requirements for Remote Testing

Test Administrators

Test administration is done in the DRC INSIGHT Portal at: https://www.tabe.drcedirect.com. If you are a new TABE Test Administrator, you should become familiar with adding students, creating test sessions, and accessing reports in the DRC INSIGHT Portal prior to attempting remote testing. Resources available in the **General Information > Documents** section of the Portal include the *TABE Test Administration Manual (TAM)* and the *DRC INSIGHT Portal User Guide for TABE*.

- A user account in the DRC INSIGHT Portal

- Access to web conferencing software

- Computer audio and webcam capabilities for hosting web meetings

Students

Refer to the *TABE Student Instructions for Remote Testing* for a complete list of the requirements for students and a detailed description of the student experience. Students must verify that their systems are compatible with remote testing before attempting to test.

- Computer (desktop or laptop) or Chromebook

    - Devices must be plugged in during testing

    - Cell phones and iPads cannot be used for testing

- Webcam

- Microphone

- Speakers or headphones

- Internet connection (Ethernet/wired or WiFi) with at least 10 Mbps upload/download speeds

- Google Chrome browser (current version) available at: https://www.google.com/chrome/

- DRC INSIGHT Secure Extension for Chrome browser available at: https://chrome.google.com/webstore/detail/drc-insight-secure-extens/oggpaamoiadlkolcfeiimpjlmplhagpp?hl=en

- For a full list System Requirements, refer to: https://assets.drcedirect.com/Readiness/index.htm#t=drc_insight_remote_testing_system_requirements.htm

- It is recommended that students check device readiness at https://www.drcedirect.com/all/eca-readiness-ui/

Web Meeting

Selecting a Web Conferencing Service

Whichever web conferencing service you use, we recommend it includes the following functionality:

- Computer-based Audio & Video

    - Supports "Computer Audio Only" for web sessions. This requires students to use the microphone and speakers on their test devices.

    - Calling in by phone to a remote test session should not be allowed.

- Recording Capability

    - Ability to review completed web sessions

- Breakout/Private Sessions with Private Chat and Screen Sharing Capability

    - Ability to privately authenticate an individual student's identity

    - Ability to privately distribute test login credentials to individual students

    - Ability to see/monitor student screens, while restricting view from the rest of the group

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- Screen Sharing by Participants

  - Ability to let students privately share their screens with the TABE Test Administrator

- Private Chat

  - Ability to respond to individual student inquiries privately

- Meeting Login Information Embedded in Link

  - Ability for all participants to access the meeting directly from the link without having to provide additional details.

Creating a Web Meeting

1. Ensure that your web meeting settings have the following defaults. Most web conferencing services will not allow you to change settings after the meeting has been created.

   - Mute participants upon entry

   - Allow participants to send chat messages to the host only

   - Do not allow participants to record the meeting (except for host/Test Administrator)

   - Enable breakout sessions

   - Disable virtual backgrounds

2. Create a Web Meeting in your Web Conferencing Software. Make sure the meeting allows sufficient time for meeting management and test administration.

3. Generate a meeting invitation and capture the meeting link to include in a custom email that will be sent to all participants.

4. Send out a custom email to invite your students. Your email should include:

   - The link to the Web Meeting

   - The date, time, and anticipated duration of the Web Meeting

   - Contact information for the TABE Test Administrator

   - Attach the document *TABE Student Instructions for Remote Testing*

   - Omit call-in numbers; calling into the meeting by cell phone should not be an option for students

   - General information on which tests the student will be required to take during the Web Meeting

Remote Testing Tips

- Staff must be certified in remote proctoring by working with a Division-designated expert.

- WE HIGHLY RECOMMEND THAT YOU SIMULATE A REMOTE TEST SESSION WITH YOUR WORK COLLEAGUES BEFORE ATTEMPTING TO ADMINISTER AND PROCTOR TABE WITH STUDENTS.

- Schedule a brief Orientation Web Meeting a few days before your actual Web Meeting for students who are new to remote testing. This will allow you to uncover any system issues or questions they may have prior to test day.

  - Familiarize students with the web meeting software

  - Go through the DRC Device Check (www.DRCDeviceCheck.com) with them to expose any technical issues prior to test day

  - **MAKE SURE THEY HAVE THE DRC INSIGHT SECURE EXTENSION INSTALLED in their Chrome Browser.** To install the extension, go to: https://chrome.google.com/ webstore/detail/ drc-insight-secure-extens/oggpaamoiadlkolcfeiimpjlmplhagpp and click **Add to Chrome**.

    If the page says *Remove from Chrome*, it is already installed.

  - Review the document *TABE Student Instructions for Remote Testing* so you are familiar with what the student will see in case they have any questions during testing. You might also want to try logging into a TABE test yourself as a "test" student.

- Create a document to stay organized during your Web Meeting. Include:

  - Meeting details: invitation, date, start time and stop time

  - Student details: email addresses, test login credentials, and private room number

  - Record any unusual events that occur during testing

- Include only students who are taking the same form and level of the TABE test in the same Web Meeting. This allows you to give the same test directions to the whole group.

- Assign students to individual private rooms. Add each student's room number and the number of sheets of scratch paper to your document.

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Managing Your Web Meeting

Students may find remote testing stressful and/or disorienting. After a brief introduction, it helps to let them know what to expect as they go through the experience.

In the Main Meeting:

- Let the students know that you will have to leave the Main Meeting to work with students individually in their private rooms. Tell the group that you will be watching, and that you will return to the Main Meeting after each student has been checked in.

- Let the students know that they cannot stand or leave the room during the Web Meeting

- Explain to students how to use the chat or raise their hand in the software to get your attention if they have questions.

- Watch for suspicious activity, such as students moving outside of the camera frame, cell phone glow, and reflections in mirrors or glasses.

- Explain how students should let you know when they have finished their tests, and how they will be dismissed from the Web Meeting. Ask them to destroy the scratch paper they used during testing.

In the Private Rooms:

1. Invite students, one at a time, to meet with you in their private room.

2. Validate the student's identification according to the requirements of your program. This may include capturing the number from the student's government-issued ID card as the student holds it up to the camera and/or confirming the correct spelling of the student's name and other details.

3. Have the student use the web camera to show you the environment. The testing area should be clear of prohibited items.

4. Send to each student, via private chat, the link for the DRC Secure Public Browser and their test login credentials. Let them know which test and content area you want them to take. We recommend students only complete one content area per web session. Organizing these details beforehand in a spreadsheet will make it easier to cut and paste the information into the chat.

    - Link to access the Secure Public Browser:

      https://wbte.drcedirect.com/TABE/#portal/tabe/595219/adminId=59521

      Note: Webex chats do not copy the link correctly. If you use Webex as your web conferencing system, email the link to your students.

    - The link and login credentials for testing should not be provided to students prior to the Web Meeting.

5. Tell the student to return to the Main Meeting room.

6. Go through steps 1 - 5 for each student participant in your web meeting.

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Sample Script:

Before you begin testing, I will move each of you into a private room to check your ID and verify that your testing area is free of prohibited items. Please wait until all students have been checked in to begin your test.

Once you are logged in to your test, I will be present and actively monitoring you throughout the duration of your test. I will not be able to assist you with any test questions, but if you have technical difficulties, please alert me by using the chat feature. If I believe you are engaging in improper test-taking practices, I will interrupt your test and I may end your test session immediately.

Are there any questions?

I will now begin checking you in. This may take a few minutes. I appreciate your patience.

Stopping a Student's Test During the Web Meeting

If you need to stop a student's test in order to remove them from the Web Meeting, log into the same test using the student's test login credentials. This will display an error message on the student's screen and allow you to take over the test. End the test and submit it. You should also invalidate the test and document the testing irregularity in the notes from your Web Meeting.

1. From the current question, click **Review/End Test**.

2. On the next screen, click **End Test**.

3. On the next screen, click **Submit**.
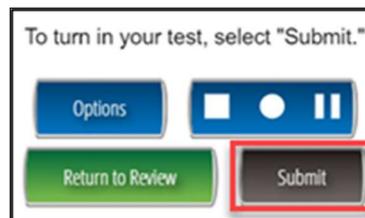
4. Your web conferencing software should allow you to remove the student from the Web Meeting.

Ending Your Web Meeting

As students complete their tests, you may opt to have them remain in the Main Meeting room until you dismiss the whole group, or you may allow them to leave the web meeting as they finish.

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TABE Test Administration

Remote testing only affects how students access the test, it does not affect test administration. You still need to add students and create test sessions in the DRC INSIGHT Portal, just as you would for an on-site session. When creating test sessions, make sure the **Mode** is set to *Online*. The *Proctored* mode is only used for test sessions proctored by ProctorU.

Test Session Tips

- Use begin- and end-dates for when you expect the students to test. This ensures that students cannot take the test outside of the time specified for the remote test session.

- Give the session a name relevant to remote testing so you can identify which test results are from remote testing sessions.

- Use the Export Details icon next to the test session to get a spreadsheet with student login information for your Web Meeting document. You do not need to provide test tickets to each student, but you will need to provide them with their login credentials during your Web Meeting.

- Use the Export Details icon again at the end of your Web Meeting to confirm that each student has completed their test. Note the times in the "Date Started" and "Date Completed" columns to make sure the test was taken during your Web Meeting. This report can help you detect suspicious activity. For example: A student may have started the test one day and completed it the next (which indicates they did not properly submit the test); a student may have taken an unusually long time to complete a test (which indicates they paused and exited their test and came back later to complete it); or a student started a new test before completing the current test.

Invalidating a Test

There may be cases where you need to re-test a student and/or invalidate a student's test results from the remote test session. Possible reasons for invalidating a test include:

- The student had technical problems during testing.

- The student was discovered to have cheated on the test.

- The student was given, or took, the wrong test.

1. To invalidate a student's test, go to Student Management in the DRC INSIGHT Portal, and click on the **Manage Students** tab.

2. You can search for the student by name, test, session, or other options. Once the student is displayed, click the **View/Edit** icon to open the Student's Profile.

3. In the Student Profile, go to the **Test Sessions** tab. Find the test you wish to invalidate, and click on the **Invalidate** icon. You can over the cursor over the icons to display the icon names. **Important**: Do not invalidate a test that has not been completed. If the test does not have an end date listed, click the green circle icon to "End Incomplete Test" first. When the screen updates with an end date, click on the "Invalidate" icon.

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Test Monitoring Application (TMA)

TABE has a feature, called the Test Monitoring Application, which allows users to follow student progress through the test in real time. Test activity is viewed from the Test Monitoring Dashboard in the DRC INSIGHT Portal. Used in conjunction with remote testing, TMA provides additional visibility into the student's testing activity. We recommend having a second proctor monitor the Test Monitoring Dashboard while the main proctor manages and monitors the Web Meeting.

Setting up Test Sessions Without Test Monitoring

When creating Test Sessions without Test Monitoring, make sure that **Test Monitoring** is set to "None" and **Restricted Access** is set to "False".

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Setting up Test Sessions With Test Monitoring

Test Monitoring can be "Required" or "Optional"

- Required = all students in the test session will be required to enter a code to appear on the user's Test Monitoring Dashboard

- Optional = students in the test session will have the option of entering a code to appear on the user's Test Monitoring Dashboard, but will be able to proceed without one

If **Test Monitoring** is "Required", **Restricted Access** can be "True" or "False"

- True = after entering their code, students must wait in the Waiting Room until the user "allows" them into the test

- False = after entering their code, students are allowed into the test and automatically appear on the user's Test Monitoring Dashboard

The **Test Monitoring** and **Restricted Access** options can be changed on existing test sessions, including test session with tests in-progress. Students in a test will not be interrupted. The changes will apply the next time a student logs in to the test session.

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Using Test Monitoring (Optional)

To view the Test Monitoring Dashboard and assign test monitoring codes, a user must have the "Test Monitoring - Access" permission. Monitoring codes are assigned to the user. They are not attached to the test session. This allows a user to monitor test activity from multiple test sessions, or allows multiple users to monitor students from the same test session. A student can only be monitored by one user at a time. Each user has a different monitoring code.

The Test Monitoring Dashboard is available under **Test Monitoring** in the navigational menu in the DRC INSIGHT Portal. When a user goes to the dashboard, they are assigned a **Monitoring Code**, which is valid for the remainder of the day.

You can generate a new code, which can be extended up to a week, by clicking **Generate New Code** and selecting a later "Expiration Date".
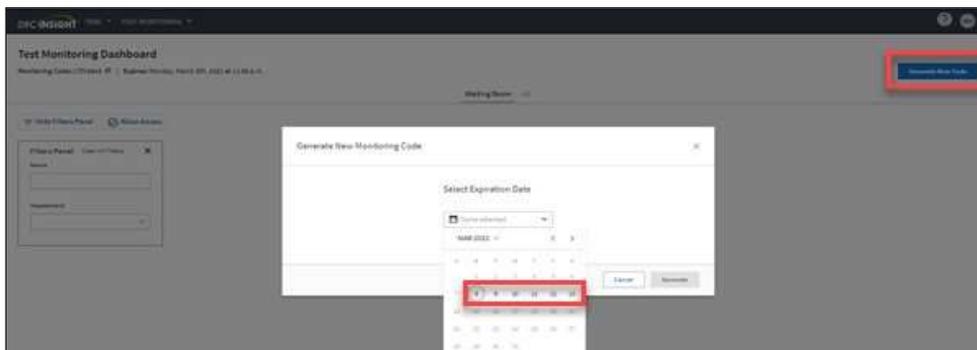
This will put a new code and expiration date in the upper left corner of the Test Monitoring Dashboard.
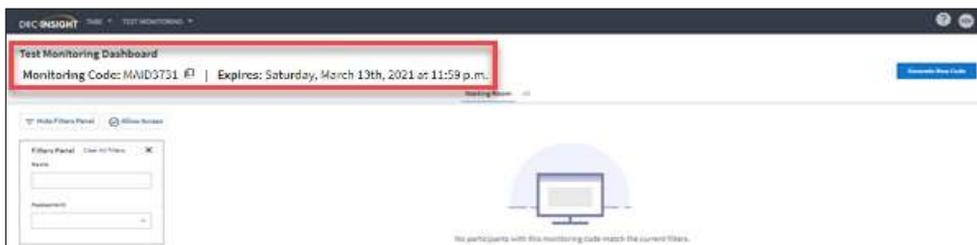

This is the code the student needs to enter when they log into their test, in order to appear on the user's Test Monitoring Dashboard.
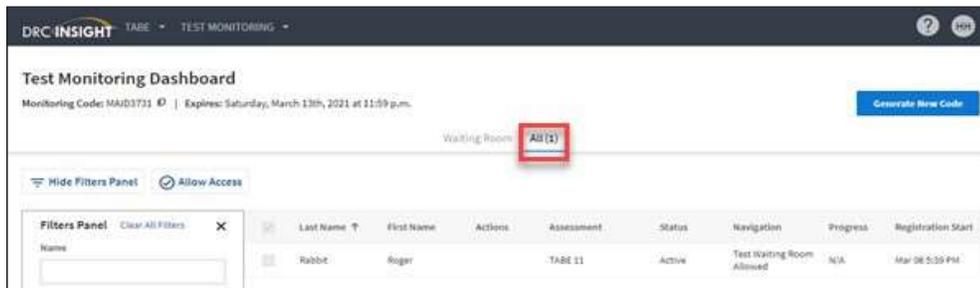
Test Monitoring Dashboard

If your test session was set up with **Test Monitoring** set to "Required" and **Restricted Access** set to "True", your students will need to wait for you to admit them into their test. You can admit them individually by clicking the **Circled Check** icon next to their name, or as a group by checking the boxes next to multiple students (or "All" in the column header) and clicking the **Allow Access** button.
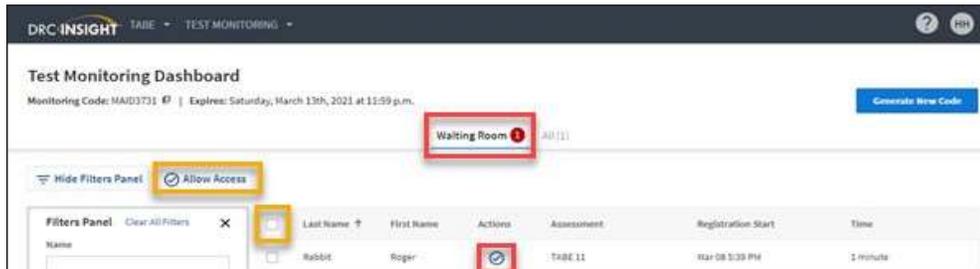
This moves the student(s) from the **Waiting Room** tab to the **All** tab. If you are not using the Waiting Room feature (Restricted Access set to "False" in your test session), the students will appear under the All tab as they log into their tests.

The All tab displays a row for each student which shows their progress as they navigate through the test. This screen updates in real time.

You can use the filter panel to limit the display to a subgroup of students, or hide it to get more screen space.

Test Monitoring Dashboard column headings display the following information:

- **Assessment** = which test they are in

- **Status** = generally "Active"

   - "Exited" when student exits the test

   - "Inactive" after 5 minutes of no activity

- **Navigation** = the screen or question they are on

- **Progress** = "# of responses/# of available questions" for the subtest they are on

- **Registration Start** = when they logged in to the test session

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Generally, the question number they are on will be one greater than the number of responses provided in the Progress column; however if the student skips questions, or goes into review their responses, these numbers will out of sync. For example:

When the student submits their test, the Navigation column briefly displays "Completed", then quickly updates to "Test Modules" indicating the student has returned to the subtest menu. When the student exits the test engine completely, their Status will show "Exited".

Online Tools Training

Encourage your students to take a practice test using the Online Tools Training (OTT). These practice tests give the student an opportunity to try different content areas and explore the tools and resources available during a real TABE test.

To take a practice test, go to: https://wbte.drcedirect.com/TABE/portals/tabe and click **Online Tools Training**.

Technical Support

DRC does not provide technical support to students.

If your student is having trouble with remote testing, have them go to the DRC Device Check at: www.DRCDeviceCheck.com and click **Run Test** in their Chrome browser. This check will help you identify problems. If the student's computer meets the requirements, as indicated by the DRC Device Check, you can contact the TABE Help desk on behalf of the student for further support.

Thank you and good luck with your testing!