



TABE

Student Instructions for Remote Testing

Release v 2.0

Data Recognition Corporation (DRC)

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TABE Test Help Desk, toll-free: 1.866.282.2250 (8:00 a.m. – 4:30 p.m. CDT)

Email: TABEHelpdesk@datarecognitioncorp.com

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Introduction

DRC allows remote testing of TABE Online assessments. For remote testing, you will take your TABE test during a web meeting coordinated by your TABE Test Administrator. Rules for remote testing are the same as if you were taking the test on site.

Testing Requirements

- 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
- Wired (Ethernet) or WiFi Internet connection with at least 10 Mbps upload/download speeds (Internet hot spots do not work)
- Google Chrome browser (current version) available at: <https://www.google.com/chrome/>

Prior to Test Day

Confirm Your Computer is Ready for Testing

To verify your system meets the requirements for TABE, go to: www.DRCDeviceCheck.com then click **Run Test**. **Note:** If any item or device fails the check, you need to fix the issue before testing. If you need assistance, contact your Test Center.

DRC INSIGHT Device Readiness

To help deliver the best user testing experience when using DRC INSIGHT in remote testing settings, DRC recommends running the following Device Readiness checks to confirm your device meets the **DRC INSIGHT Remote Testing Device Requirements**.

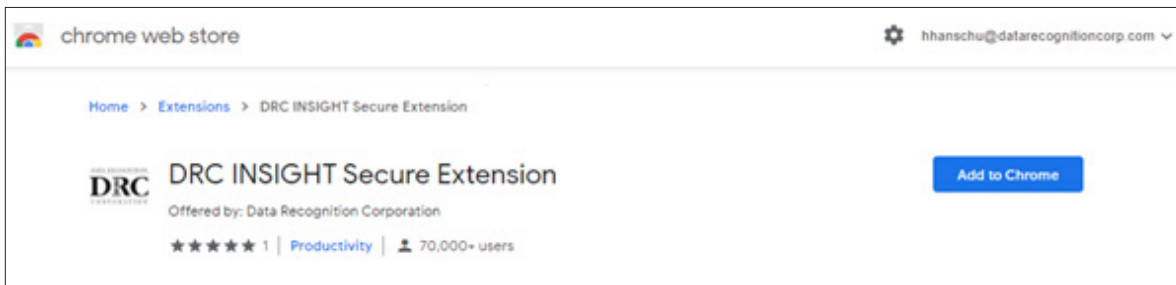
Run Test



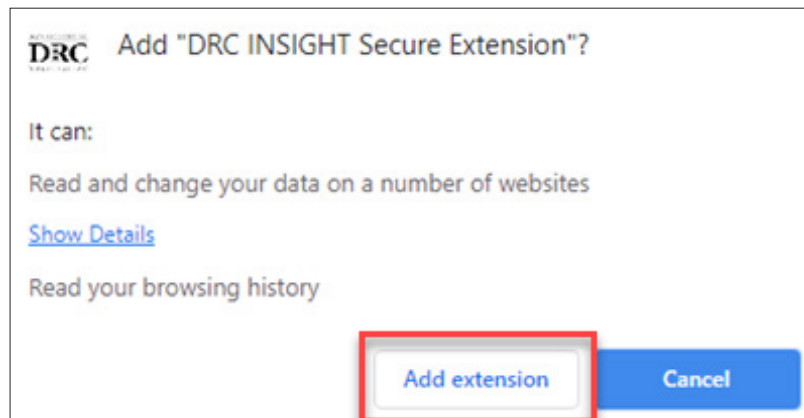
Install the DRC INSIGHT Secure Extension

TABE tests require the DRC INSIGHT Secure Extension in your Chrome browser. The extension must be installed before you can access your test. To install the extension, go to the Chrome Web Store using this link: <https://chrome.google.com/webstore/detail/drc-insight-secure-extens/oggpaamoiadlkolcfeimpjlmplhagpp>.

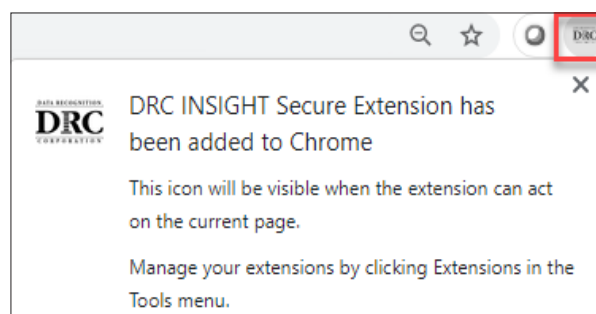
Click **Add to Chrome**.



Click **Add extension** to confirm.



The extension is added to the Chrome Browser. The following screen displays as confirmation.





Confirm Access to the Web Meeting

You should receive an email from your TABE Test Administrator with test session details and a link for joining the web meeting. Click the meeting link at any time prior to test day to confirm that your computer is ready to run the meeting software. When you click the link, you may be prompted to download and/or launch an application. Allow the application to download and launch. A message displays indicating that the meeting hasn't started or that no one else is in the meeting. You may be shown the option to join the meeting. Do not join the meeting until your scheduled test time. At this point, you are confirming that your computer is ready for testing.

On Test Day

You need:

- A quiet place where you will be undisturbed during testing
- Blank scratch paper and one or two regular pencils for working out problems
- A photo ID to show to your TABE Test Administrator

Not allowed during testing:

- Hand-held calculators. For test items that require a calculator, one will be provided in the online test environment.
- Cell phones are not allowed unless requested by your TABE Test Administrator

The Web Meeting

When it is time for your scheduled test, you will join a web meeting with your TABE Test Administrator and other students. Use the link provided in your Web Meeting Invitation to access the meeting. You may have to wait for the TABE Test Administrator to admit you. Your TABE Test Administrator will provide you with further instructions.

- The Web Meeting, including the feed from your camera, will be recorded.
- Your Web Meeting may include Private Sessions or Breakout Rooms. These are private chat rooms for you and your TABE Test Administrator. This is where you will show the TABE Test Administrator your photo ID, and where the TABE Test Administrator will provide you with your test ticket. Your TABE Test Administrator may request that you share your screen in a private chat room.
- Unless requested by your TABE Test Administrator, or if you are the only student in the meeting, NEVER share your screen in the Main Room of the Web Meeting.
- Your TABE Test Administrator will be able to chat with you privately or send chats to the whole group.
- Send direct chat messages to your TABE Test Administrator only. Do not attempt to chat with other students.



Logging into the TABE Test

In a private chat within your Web Meeting, your TABE Test Administrator will provide you with a web link and your test login credentials. When your TABE Test Administrator tells you to begin, perform the following steps.

1. Copy and paste the link into your Google Chrome browser. Do not bookmark this page. You need to copy and paste this link into your browser each time you want to access a TABE test. **Note:** If you are using Webex conferencing software, you will not be able to copy and paste the link. Your TABE Test Administrator will email you the link to the TABE test, so you can copy and paste it from the email.
2. Enter the username and password provided by your TABE Test Administrator, and click **Sign In**.

Tests of Adult Basic Education

Sign in to DRC INSIGHT with the Username and Password provided to you.

Username:

Password:

Sign In

Back

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3. If you have already installed the DRC INSIGHT Secure Extension, you will see the following message. Click **Proceed**. All restricted browser tabs and windows will be closed, and you will be able to click Continue to get into your test. Skip to Step 8.

Welcome

Before you begin testing, please confirm your profile information is correct:

Test Name: TABE CLAS E
Test Session: Sessions no TMA
School Name: SAMPLE SCHOOL 1

Student ID: 5634563452
Accommodation(s):

If the above information is correct, please click Proceed.
If any of the above information is not correct, click Exit to return to your Test Administrator.

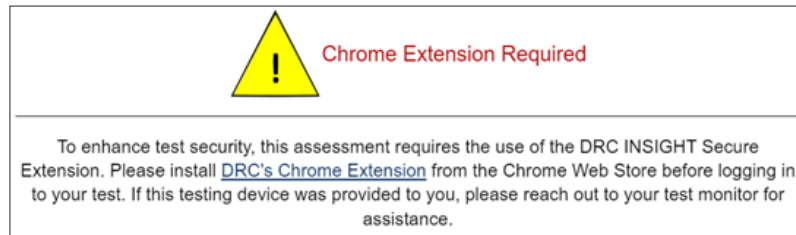
Chrome Extension Activated

The DRC INSIGHT Secure Extension has been activated. When you select Proceed, all other active browser windows and tabs will be closed.

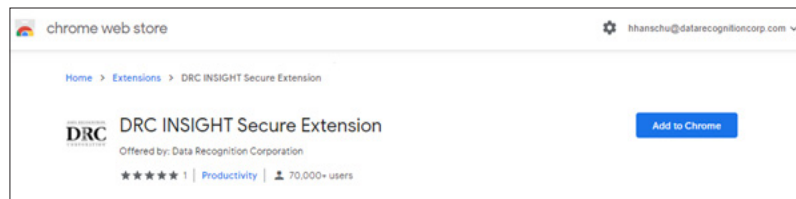
Proceed

Exit

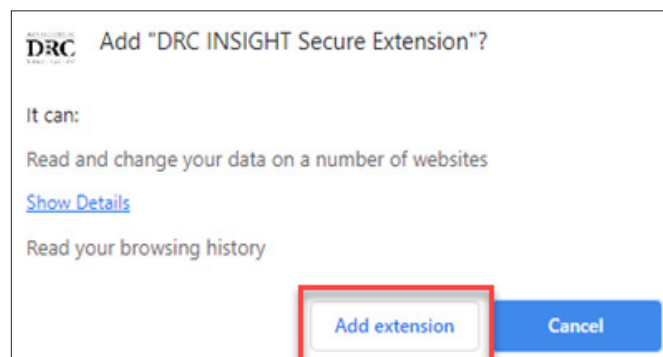
-
4. If you receive the following message after logging into the test, you must install the extension before you can proceed. Click the **DRC's Chrome Extension** link.



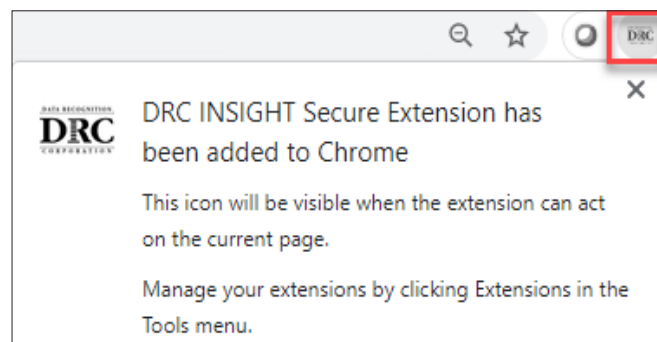
5. A new tab for the DRC INSIGHT Secure Extension page in the Chrome Web Store opens. Click **Add to Chrome**.



6. Click **Add extension** to confirm.



7. The extension is added to the Chrome Browser. The following screen displays as confirmation. At this point, you can go back to the test login page and sign in again.





8. Confirm the information on the Welcome screen is correct. You *may* see the box **Enter Monitoring Code**. This is where you enter a monitoring code if one was provided by your TABE Test Administrator. If the green Continue button is not available, enter a monitoring code to proceed. If you see any errors or have not received a monitoring code, send a chat message to your TABE Test Administrator.

Welcome **Roger Rabbit**
Before you begin testing, please confirm your profile information is correct:

Test Name: **TABE 11**
Test Session: **TMA March Session**
School Name: **SAMPLE ADULT TEST CENTER**
Student ID: **ROGRAB01**
Accommodation(s):

If the above information is correct, please select **Continue**.
If any of the above information is not correct, please raise your hand and notify your Test Administrator.

Enter Monitoring Code: **Save**

Continue

9. After entering the monitoring code, click **Save**. Once a valid code is entered, or if there was no box available for entering a code, click **Continue**.

Enter Monitoring Code: **Save** **Valid Monitoring Code**

Continue

10. If you see the message below, you need to wait for the TABE Test Administrator to admit you into the test.

Waiting Room
Your Test Administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed.

11. When the TABE Test Administrator has admitted you, click **Continue**. You will then be able to select your test.

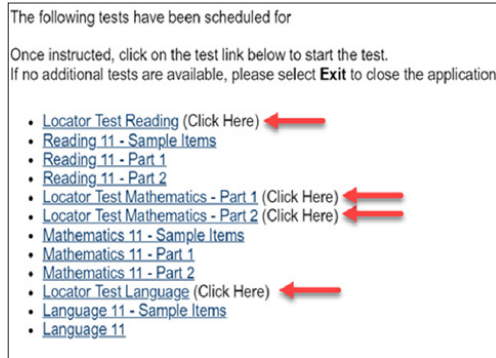
Waiting Room
Your Test Administrator has allowed you into the test. Click the Continue button to proceed.

Continue

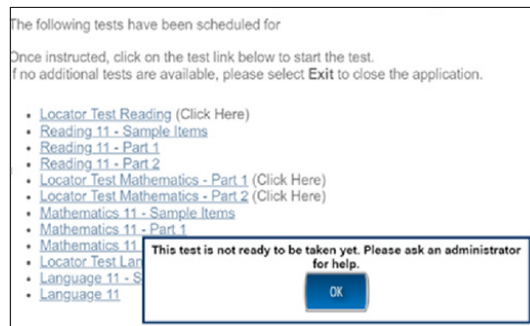


The TABE Test

The TABE test screen displays multiple tests in a list. Make sure to take only the specific tests requested by your TABE Test Administrator. To start a test, click on its link. If the link is not available, either the test has already been taken, or you have not completed the required prerequisite test.



If you receive the following error, you must take the corresponding Locator test first.



If you are not sure which test to take, send a chat message to your TABE Test Administrator.

Make sure to select **End Test** and **Submit** at the end of each part of the test. If the allowed time for a test has run out, your test will be automatically submitted.

General Information about the TABE timer: Unless you have been granted special permission by your TABE Test Administrator, you will have a fixed amount of time to complete each test. Once you log in to a TABE test, a timer displays at the top of your test screen. When the timer hits 0, you will be automatically exited from the test and your test will be submitted for scoring.



Note: The Pause button at the bottom of the screen does not pause the timer. You must complete each test within the time allowed for that specific test.

When you have completed all parts of the assigned test, send your TABE Test Administrator a chat message to let them know that you have finished.



Online Tools Training

We encourage you to take a practice test using the Online Tools Training (OTT). These practice tests give you the opportunity to try different content areas and explore the tools and resources available to you during a real TABE test.

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

Thank you and good luck with your testing!