



**TABE**

# **Examiner Instructions for Remote Testing**

**Please note: This document was revised for Pennsylvania-specific guidance.**

Release v 1.1

Data Recognition Corporation (DRC)

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Revision Date: May 7, 2020

Revised for PA Use: May 21, 2020

## **Remote TABE Testing Using a Web Conferencing Service**

Due to recent challenges related to COVID-19, DRC is temporarily allowing the TABE 11&12 test to be administered remotely using a web conferencing service for proctoring. At this time, TABE 9/10 is not supported for remote testing. This document provides general guidelines for remotely proctoring and administering these tests.

### **Remote Testing Guidelines**

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

- State approval for Remote Proctoring is required for WIOA-funded providers.
- Test Examiner must be trained and familiar with using TABE Online
- Test Examiner must use a supported web conferencing platform and be familiar with the use of that platform. Possible options are Zoom, WebEx, Google Meets, Microsoft TEAM, Skype, GoTo Meeting, Blackboard Collaborate
  - Computer audio and webcam capabilities for both Test Examiner and student
- All tests and test materials must be kept secure.
- All tests must be proctored.

### **Requirements for Remote Testing**

The District/Program must have a TABE Online account in the DRC INSIGHT Portal.

- New DRC INSIGHT Portal accounts require a minimum purchase of 500 online subtest administrations.
- Accounts for Local Scanning Only do not have access to TABE test administration.
- If you do not currently have a TABE Online account, please contact our Order Management department to place an order.

Shelf Customer Service

Phone: (800) 538-9547 | Fax: (800) 282-0266

Email: ShelfCustomerService@datarecognitioncorp.com

TABE Test Administrators must have a user account in the DRC INSIGHT Portal to create test sessions and manage students.

- Users who do not have access to the DRC INSIGHT Portal, or who do not have access to the locations they need for remote testing, should reach out to their District/Program Points of Contact (POCs).
- Users who will be administering tests for students enrolled at multiple locations (sites within the district) will need access to all (or multiple) sites in order to move students from one location to another.

## System Requirements for Remote Testing

### TABE Test Administrators

- TABE Test Administration is done in the DRC INSIGHT Portal, which can be accessed from any common web browser. [Minimum Browser Requirements](#)
- Access to the Remote Locator Test requires the Google Chrome Browser. To download and install the latest version of the Chrome browser, go to <https://www.google.com/chrome/>
  - Access to the remote Locator test is recommended for Test Administrators, so they will be familiar with the student test environment.

### Students

- A computer (desktop or laptop) or a device, such as a Chromebook
- Webcam
- Microphone
- Speakers or headphones
- **Cell phones and iPads CANNOT be used for remote testing.**

## PART 1 - Web Conferencing

### Selecting a Web Conferencing Service

Whichever web conferencing service you use, ensure that it allows remote meeting sessions that are long enough to accommodate remote assessment sessions. Some free versions of web conferencing services have meeting time limits. It is recommended that the web conferencing service include the following functionality:

- Computer-based Audio & Video
  - Supports “Computer Audio Only” for web sessions. This will require 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
- Screen Sharing by Participants
  - Ability to let students share their screens with the TABE Test Administrator
- Private Chat
  - Ability to respond to individual student inquiries privately
- Meeting Login Information Embedding in Link
  - Students should be able to access the meeting directly from the link without having to provide additional details. All participants utilize the same link.

## Creating a Web Meeting

1. Set Web Meeting defaults

Ensure that your web meeting settings have the following defaults. This will make setting up remote test sessions easier and more consistent. 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 Examiner)
- Enable breakout sessions
- Disable virtual backgrounds and/or direct participants to turn off virtual backgrounds

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

3. Generate a Meeting Invitation and capture the meeting link to include in a custom email that will be sent to all participants. You should confirm that the link you will be using works before sending it out.

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
- *Student Instructions for Remote Testing*
- Omit call-in numbers. Calling in to 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 and Information

- 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.
- You must schedule an orientation web meeting with your students before the actual remote test session to ensure that they have done the Online Tools Training and expose them to the web meeting software. This will allow you to uncover any system issues they may have and answer student questions prior to the actual test session.
- Create a document to stay organized during testing. Include:
  - Meeting details: meeting link, date, start time and stop time
  - Student details: name, email, test login credentials, private room number
  - Record any unusual events that occurred during testing
- Provide test link and login credentials during your Web Meeting, not before
- Only include students who are taking the same form and level of the TABE test in the same Web Meeting. This will allow you to give the same test directions to the whole group.
- Assign students to individual private rooms. Add the student's room number, and the number of sheets of scratch paper on your document.

## 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 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, cellphone 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 they hold it up to the camera and/or confirming the correct spelling of the student's name and other details.

3. Have the student use their web camera to show you their environment. The testing area should be clear of prohibited items.
4. Send, via private chat, the details for the student's TABE Test Session.
  - a. URL for the TABE Remote Test:  
<https://wbte.drctdirect.com/TABE/#portal/tabe/595219/adminId=59521>
  - b. Student's username (from the student's **Test Ticket**, described later in this document)
  - c. Student's password (from the student's **Test Ticket**, described later in this document)
  - d. Which TABE Test and content area they should be taking
  - e. TIP: Organizing these details beforehand in a text document makes them easier to cut and paste into the chat. Make sure to provide login credentials to *only* the specific student they apply to.
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.

Sample Script:

*Before you begin testing, I will verify your identity by checking your ID and asking you to use your web camera to show that your testing area is free of all prohibited items. The only items allowed in your testing area are your computer, mouse, keyboard, pencil, and blank scratch paper.*

*As your proctor, 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; however, if you have technical difficulty with the platform, 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 may end your test session immediately.*

*Are there any questions?*

*I will now virtually move each of you into individual testing rooms, check your ID, and complete the room scan. This may take a few minutes. I appreciate your patience.*

## Stopping a TABE Test

To interrupt a student's TABE test, you must log into the same test using the student's login credentials. This will present the student with an error message, and allow you to take over the test. At this point, you will want to immediately exit the test and submit it.

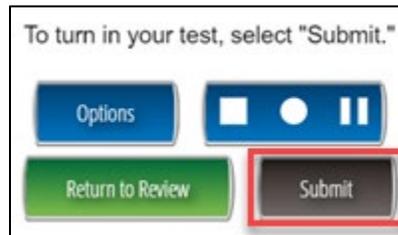
1. From the current question, click **Review/End Test**.



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.
5. Make sure to invalidate the student's test using the instructions for Invalidating a Test described later in this document.
6. Document the testing irregularity in the notes from your Web Meeting.

## Ending Your Web Meeting

When all students have completed their tests, you may have them remain in the Main Meeting until you dismiss the whole group, or you can allow them to leave as each student finishes. You should, however, confirm that the student has completed all tests before allowing them to leave the Web Meeting.

1. To see if your students have completed the required tests, follow the instructions under **Test Session Details**, described later in this document.
2. Students whose test statuses show as completed can be dismissed from the Web Meeting.

## PART 2 - TABE Test Administration

### TABE Test Administration

The remote testing option only affects how students take the test. It does not affect how test administration occurs prior to testing. You will still need to add students and create test sessions in the DRC INSIGHT Portal, just as you would for an onsite proctored session. Refer to Part 8 of the *TABE Test Administration Manual (TAM)* for information on how to create test sessions and add students. These documents can be found in the DRC INSIGHT Portal under **General Information > Documents**.

### Test Sessions

1. In the DRC INSIGHT Portal, create a new test session for remote testing. To make the remote test session searchable and recognizable, use begin and end dates that apply to when you expect the student to be testing. Although you can add up to 50 students to a TABE test session, you should limit the size of your Web Meeting to 5 students at a time for remote proctoring. Set relevant time spans (day or week) for your test session. This will ensure that students cannot take the test outside of the time specified for the remote test session.
2. Give the session a name relevant to remote testing, so that you can identify which test results are from remote testing sessions.
3. If the student is already in a test session for the desired test, remove them from the pre-existing session before you add them to the new remote test session. Optionally, you can provide them with the login credentials for their already scheduled TABE Locator test, but you should note in the student's record that this test was given remotely.

### Test Tickets (Student Login Credentials)

1. Generate a PDF of the test tickets for your remote locator test session.
  - a. In the DRC INSIGHT Portal, go to **Test Management > Manage Test Sessions** and locate the desired test session.
  - b. Select the **Print All Test Tickets** icon to generate a PDF of your test tickets. Save this PDF to your computer.

DRC INSIGHT TABE TEST MANAGEMENT

Test Management Manage Test Sessions Manage Testing Windows

### Test Sessions

[Instructions](#)

\* Indicates required fields

Administration: District: SAMPLE ADULT TEST CENTER School: SAMPLE ADULT TEST CENTER

Last Name: First Name: Student ID:

Session: Teacher: (All)

Test: (All) Assessment: Locator 11 & 12

Date Range FROM: Date Range TO:

Show Sessions Print All Tickets

Sessions Status Summary

[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER	Zoomtest TABE Loc	Locator 11 & 12	In Progress	4/3/2020	4/30/2020	    
<input type="checkbox"/>	SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER	Zoom test 4-14-20	Locator 11 & 12	In Progress	4/14/2020	12/31/2025	    

- Copy the relevant information from the student's test ticket, or from the roster, into your Web Meeting document. This is information that will be shared with each student in their individual Private Room during your Web Meeting.

<p><b>TABE Online Test Ticket</b> <b>Locator 11 &amp; 12</b></p> <p>Albert Zoomtest Student ID: ZOOM1</p> <p>Username: [REDACTED] Password: [REDACTED]</p>	<p><b>TABE Online Test Ticket</b> <b>Locator 11 &amp; 12</b></p> <p>Betty Zoomtest Student ID: ZOOM2</p> <p>Username: [REDACTED] Password: [REDACTED]</p>
<p><b>TABE Online Test Ticket</b> <b>Locator 11 &amp; 12</b></p> <p>Carlos Zoomtest Student ID: ZOOM3</p> <p>Username: [REDACTED] Password: [REDACTED]</p>	<p><b>TABE Online Test Ticket</b> <b>Locator 11 &amp; 12</b></p> <p>Donna Zoomtest Student ID: ZOOM4</p> <p>Username: [REDACTED] Password: [REDACTED]</p>

## Test Session Details

At the end of the scheduled remote test session, or as students notify you that they have completed their tests, confirm that all tests have been completed by looking at the Test Session details for the scheduled test session. Test Session details are updated in real time.

- To see if your students have completed the required tests, find your session in **Test Management > Manage Test Sessions** in the DRC INSIGHT Portal, and click on the **Export Details** icon for the session.

**DRC INSIGHT** TABE TEST MANAGEMENT

**Instructions**

\* Indicates required fields

Administration: TABE \*  
 District: SAMPLE ADULT TEST CENTER  
 School: SAMPLE ADULT TEST CENTER

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Session: \_\_\_\_\_ Teacher: (All)

Test: (All) Assessment: Locator 11 & 12

Date Range FROM: \_\_\_\_\_ Date Range TO: \_\_\_\_\_

Show Sessions Print All Tickets

Sessions Status Summary

**Instructions**

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER	CY - Loc 11 & 12 - A	Locator 11 & 12	In Progress	12/19/2019	12/31/2025	[Download] [Print] [Refresh] [Close]
<input type="checkbox"/>	SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER	CY - Loc 11 & 12 - B	Locator 11 & 12	In Progress	12/19/2019	12/31/2025	[Download] [Print] [Refresh] [Close]
<input type="checkbox"/>	SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER	CY - Loc 11 & 12 - E	Locator 11 & 12	In Progress	12/19/2019	12/31/2025	[Download] [Print] [Refresh] [Close]

2. This will download a .csv extract that you can open in Excel to see which students have completed testing.

Session Name	Test	Assessment Name	Last Name	First Name	Grade	User Name	Password	Status	Date Started	Date Completed
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Language	Student A	Test	AD	TSTUDENTA	ROBE9501	Completed	04/10/2020 10:17 AM CDT	04/10/2020 10:19 AM CDT
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Mathematics - Part 1	Student A	Test	AD	TSTUDENTA	ROBE9501	Completed	04/10/2020 09:24 AM CDT	04/10/2020 09:28 AM CDT
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Mathematics - Part 2	Student A	Test	AD	TSTUDENTA	ROBE9501	Completed	04/10/2020 10:11 AM CDT	04/10/2020 10:12 AM CDT
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Reading	Student A	Test	AD	TSTUDENTA	ROBE9501	Completed	04/10/2020 08:52 AM CDT	04/10/2020 09:18 AM CDT
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Language	Student B	Test	AD	TSTUDENTB	WORD6560	Not Started		
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Mathematics - Part 2	Student B	Test	AD	TSTUDENTB	WORD6560	Not Started		
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Mathematics - Part 1	Student B	Test	AD	TSTUDENTB	WORD6560	Not Started		
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Reading	Student B	Test	AD	TSTUDENTB	WORD6560	Not Started		
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Language	Student C	Test	AD	TSTUDENTC	BACK8265	Not Started		
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Mathematics - Part 2	Student C	Test	AD	TSTUDENTC	BACK8265	Not Started		
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Mathematics - Part 1	Student C	Test	AD	TSTUDENTC	BACK8265	Not Started		
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Reading	Student C	Test	AD	TSTUDENTC	BACK8265	Not Started		
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Language	Student D	Test	AD	TSTUDENTD	HAWK6294	Completed	04/10/2020 09:41 AM CDT	04/10/2020 09:43 AM CDT
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Mathematics - Part 1	Student D	Test	AD	TSTUDENTD	HAWK6294	Completed	04/10/2020 09:40 AM CDT	04/10/2020 09:41 AM CDT
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Mathematics - Part 2	Student D	Test	AD	TSTUDENTD	HAWK6294	Completed	04/10/2020 09:41 AM CDT	04/10/2020 09:41 AM CDT
CY - Loc 11 & 12 - A	Locator 11 & 12	Locator 11 & 12 - Locator Test Reading	Student D	Test	AD	TSTUDENTD	HAWK6294	Completed	04/10/2020 09:11 AM CDT	04/10/2020 09:39 AM CDT

3. Note the time in the Date Started and Date Completed columns to make sure the test was taken during the scheduled, or expected, time frame. Even if you are not specifically scheduling test times for students, this report can help you look into suspicious activity. For example: A student may have started the test one day and completed it the next\*, a student may have taken an unusually long time to complete a test they started, or a student may have started a new test before completing the current test.

\*When it looks like a student started the test one day and completed it the next, it means that the student did not properly exit and submit the test. Uncompleted tests are forced complete overnight by the system.

In the example above, the student named “Test Student A”, completed the Locator Tests for Language, Mathematics - Part 1 and Part 2, and Reading on 4/10/20. All three tests were taken consecutively, beginning with Reading at 8:52 a.m. and ending with Language at 10:19 a.m. **Note:** Times may display differently than your time zone, but should indicate the time from the perspective of the student’s testing device.

This extract can also be used to identify which scheduled students have not yet tested. Scaled scores are available immediately after testing in the On-Demand Extract, but you won’t be able to see test times on that report. Within 15 minutes of when the test was completed, you will be able to see the full score results in the individual On-Demand Reports.

## On-Demand Reports

After the student has completed the test (usually within 7 to 15 minutes), the student’s individual scores and profile will be available in the On-Demand Reports. On-Demand Reports are available for all test and locator scores, except Auto-locator results.

1. To view a report, go to **Report Delivery** in the DRC INSIGHT Portal, and click on the **On-Demand Reports** tab.
2. Make sure to select the report type that matches the type of test you are looking for.
3. You can search by “Session” name, or by “Student”. Click on the **Open PDF** icon to view the report.

**DRC INSIGHT** TABE REPORT DELIVERY

Report Delivery On-Demand Extract **On-Demand Reports** On-Demand Roster

### On-Demand Reports

On-Demand Reports allows the user to search for Student Reports. The user can open or save the PDF reports.

[Instructions](#)

\* Indicates required fields

Administration: TABE  
 District: SAMPLE ADULT TEST CENTER  
 School: SAMPLE ADULT TEST CENTER  
 Report: Individual Profile 11/12  
 Language: English  
 Grade: Adult  
 Last Name: Williams  
 First Name:   
 State Student ID:   
 Session: Remote session 4/23/20

Find Students Clear

Students						
Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Williams	Tammy		03/09/1969	AD	
<input type="checkbox"/>	Williams	Frank		01/03/1963	AD	

4. The **Individual Report** will show the results of the student's test.

**Individual Profile: Williams, Frank**

Report Criteria	
ID:	State:
Test Name: TABE 11 ALL	District: SAMPLE ADULT TEST CENTER
Report: ALL	School: SAMPLE ADULT TEST CENTER
Report Date: 04-24-2020	

Test Results	Test Date	Level	Number of Points		Items Attempted	Scale Score	SEM	NRS Level	MSG
			Total	Obtained					
Reading	04/22/2019	D	50	7	17	N/A	N/A	O/R	N
Mathematics	---	---	---	---	---	---	---	---	---
Language	---	---	---	---	---	---	---	---	---

N/A Not Available

## Auto-locator Scores

The Auto-locator will automatically assign the recommended test level to tests in the same session. You can view the results of an Auto-locator test session (a test session that includes the Auto-locator test), from the On-Demand Roster.

1. Go to **Report Delivery** in the DRC INSIGHT Portal, and click on the **On-Demand Roster** tab.
2. Enter your site (school) name, not your district.
3. You can filter by session name. Once you have checked the box for the correct session, the **Show Locator Roster** button will become available.

**On-Demand Roster**

Site Selection

Search for your site by name or code and select to view test sessions

Test Sessions for Sample Adult Test Center

Session Name	Test	Mode	District	School
<input type="checkbox"/> Arc-11D	TABE 11	Online	SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER
<input type="checkbox"/> TimeTest12	TABE 11	Online	SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER
<input checked="" type="checkbox"/> CY - Loc 11 & 12 - A	Locator 11 & 12	Online	SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER
<input type="checkbox"/> testing without part 2	TABE 11	Online	SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER
<input type="checkbox"/> LS 2020 03/04 99998-11111 TABE 12 TABE 12	TABE 12	Paper	SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER

Items per page: 5

- Click on **Show Locator Roster**. The resulting report will have results from the Auto-locator tests for all students in that session.

**On-Demand Roster**

**Locator Roster Report**

Report Criteria			
Center	SAMPLE ADULT TEST CENTER — 00000	Test Name	Locator 11 & 12
School	SAMPLE ADULT TEST CENTER — 11111	Mode	Online
Test Session	07/13/20 11 & 12 - A	Sub Tests	Language, Mathematics, Reading
Testing Window	12/10/19 — 12/31/20	Report Date	4/24/20 1:43 PM

Recommended TABE Locator Test Cut-Scores				
Reading	Mathematics	Language	TABE Level to Administer	
0 - 5*	0 - 5*	0 - 5*	E	
6 - 11	6 - 9	6 - 10	M	
12 - 15	10 - 12	11 - 13	D	
16*	13*	14*	A	

\* For scores achieved below the score point, consider administering TABE Level L.

**Student Scores**

Enter filter criteria here

Student	Test	Date	Number Correct	Recommended Level
Name: Integrationsbus, Chionica OOB: 1000-03-11 ED	Reading	4-13-20	5	E
	Mathematics	4-13-20	5	E
	Language	4-13-20	5	E
Name: Integrationsbus, Chionica OOB: 1000-03-11 ED	Reading	4-13-20	5	M
	Mathematics	4-13-20	5	M
	Language	4-13-20	5	E

## Invalidating a Test

There may be cases where you may want to re-test a student or invalidate their test results from the remote test session. Possible reasons for invalidating a test include:

- Student had technical problems during testing
  - Student was discovered to have cheated on the test
  - Student was given, or took, the wrong test
- To invalidate a student's test, go to **Student Management** in the DRC INSIGHT Portal, and click on the **Manage Students** tab.
  - You can search for the student(s) by **Name**, **Test**, **Session**, or other options. Once the student is displayed, click the **View/Edit** icon to open their Student Profile.

DRC INSIGHT TABE STUDENT MANAGEMENT

Student Management Manage Students Student Lookup Student Status Dashboard

**Manage Students**

Manage Students Upload Multiple Students

\* Instructions

\* Indicates required fields

Administration  
 TABE Administration District SAMPLE ADULT TEST CENTER School SAMPLE ADULT TEST CENTER

Last Name First Name Student ID  
 Williams

Accommodation Test Accommodation Type Accommodation

Grade Demographic Teacher

Student Group Test Session  
 Locator Locator

Online Test Status Session Assignment

Find Students Clear

Last Name	First Name	Student ID	Date Of Birth	Grade	Action
Williams	Frank		1/3/1963	AD	

- In the Student Profile, go to the **Test Sessions** tab. Find the test you wish to invalidate, and click on the **Invalidate** icon. NOTE: This is actually a toggle. If you later decide the test results were “valid”, you can **Validate** the test again using the same process.

**Edit Student**

[# Instructions](#)

\* Indicates required fields

Last Name  \* First Name  \* Middle Initial  Student ID

Student Detail Accommodations Demographics Student Groups Testing Codes **Test Sessions**

Student Session Detail							
District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER	locator test 11/12	Locator Test Language	Not Started			
SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER	locator test 11/12	Locator Test Mathematics - Part 1	Not Started			
SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER	locator test 11/12	Locator Test Mathematics - Part 2	Not Started			
SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER	locator test 11/12	Locator Test Reading	Completed	04/14/2020 11:44 AM CDT	04/14/2020 11:45 AM CDT	
SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER	locator test clas e	Locator - Part 1	Completed	04/17/2020 04:27 PM CDT	04/18/2020 03:34 AM CDT	
SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER	locator test clas e	Locator - Part 2	Completed	04/17/2020 04:28 PM CDT	04/18/2020 03:34 AM CDT	