

## My TABE Checklist

### Get my technology ready

- ✓ Find a desktop, laptop, or tablet that I can use. Cell phones, ipads, and some tablets will not work.
- ✓ Make sure my device has a webcam, microphone, and speakers or headphones.
- ✓ Install the Google Chrome browser if I don't have it already from:  
<https://www.google.com/chrome/>

### Do the Online Tools Training

- ✓ Using the Google Chrome Browser, complete the Online Tools Training at  
<https://wbte.drcedirect.com/TABE/portals/tabe>
- ✓ Click on Online Tools Training and then choose any of the TABE 11 & 12 subject areas to try a few practice questions.
- ✓ Use the log in that shows up on the screen to view the questions.
- ✓ Practice using the tools located at the top of the screen to see which ones you'd want to use when you take the TABE.
- ✓ Remember, the TABE questions will be matched to your skills so don't worry if the questions seem difficult. Focus on getting familiar with the tools.

### Meet online for my practice session

- ✓ Use the link on your practice session date and time to join the online meeting.
- ✓ Ask any questions you have about the technology or the TABE test.
- ✓ Discuss how much time you should plan to spend when you take the TABE.

### Take the TABE

- ✓ Find a quiet place where you will not be disturbed during testing.
- ✓ Use the link on your TABE session date and time to join the online meeting.
- ✓ Have your photo ID ready to show your TABE administrator.
- ✓ Bring blank scratch paper and one or two pencils for working out problems.
- ✓ Use the calculator provided in the TABE test when needed. No cell phones or hand-held calculators are allowed.
- ✓ Send a private chat in the online meeting to contact your TABE administrator if you have questions. If there are other students online, do not chat with them.

# TABE Student Instructions for Remote Testing

## Additional Helpful Information

### Get My Technology Ready

You will need to have a desktop, laptop, or tablet\* that has a:

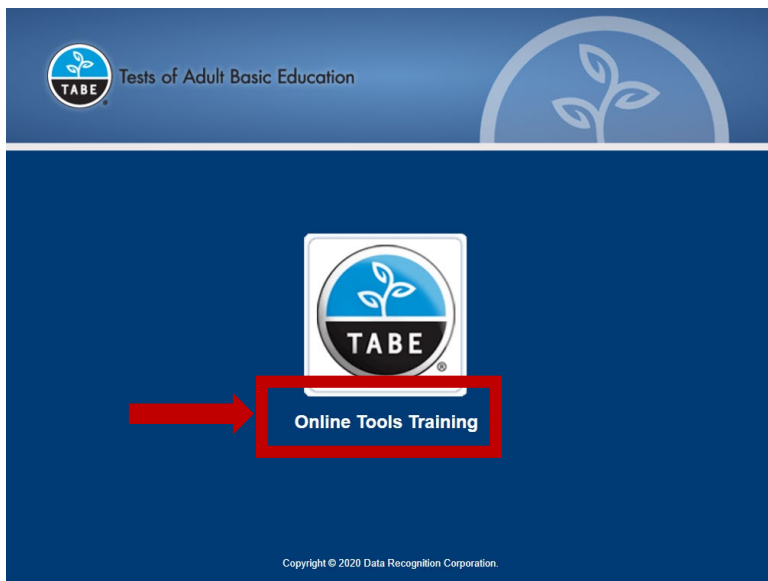
- Webcam
- Microphone
- Speakers or headphones
- Google Chrome Browser – Download for free from <https://www.google.com/chrome/>

\*Some tablets will not work.



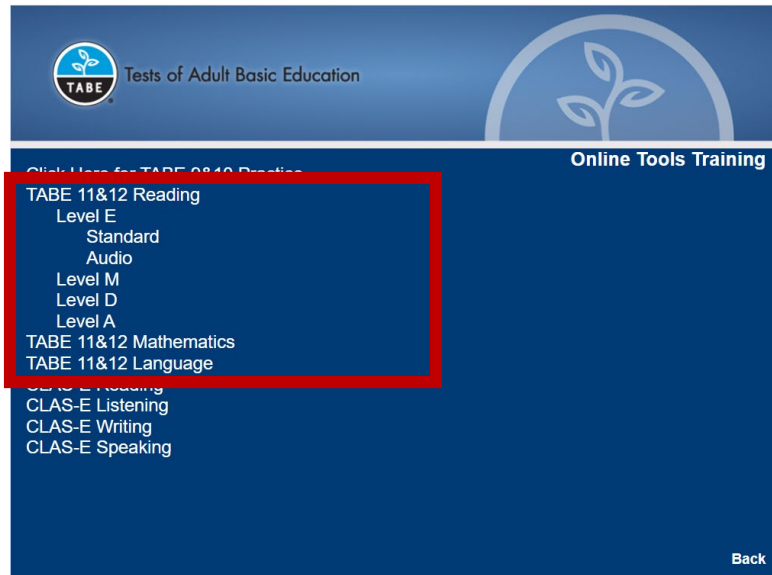
### Do the Online Tools Training – Step by Step Directions

1. Using the Google Chrome browser, go to: <https://wbte.drctdirect.com/TABE/portals/tabe> You will see the **Main Menu**. To practice TABE testing, click on **Online Tools Training**.



## TABE Student Instructions for Remote Testing

2. This will open a **List of Tests**. These are practice tests; you will not be scored on these. Click on **TABE 11&12 Reading, Mathematics, or Language** which will expand the list for you to select a level. In most cases, you will click on the **Standard** version of the test to proceed. The **Back** button in the lower right corner will take you back to the Main Menu.



3. Enter the login credentials shown on the **Login Page**. DO NOT use the login credentials from the test ticket provided by your TABE Test Administrator in the Online Tools Training. The practice tests will give you instructions for testing and will allow you to explore the tools available when you are taking a test. The **Back** button in the lower left corner will take you back to the List of Tests, so you can try testing in different subject areas. When you are done practicing, close your browser window.

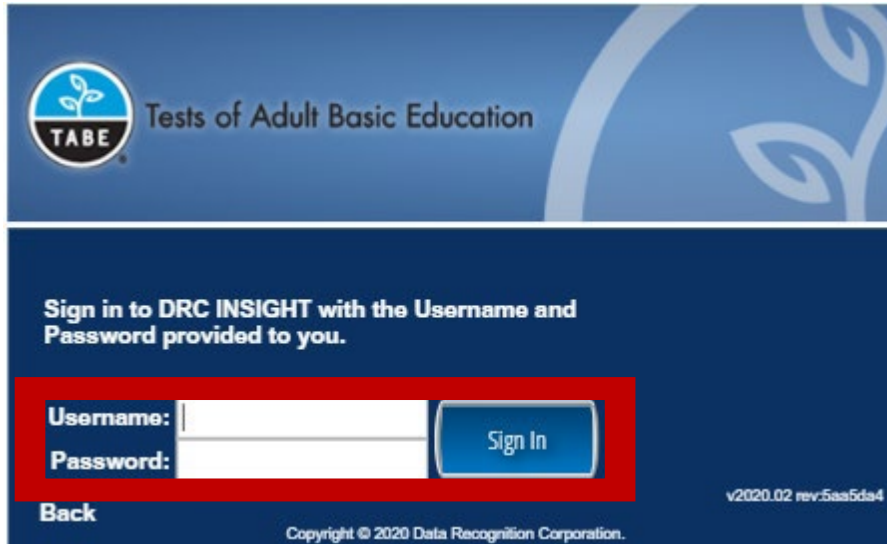


# TABE Student Instructions for Remote Testing

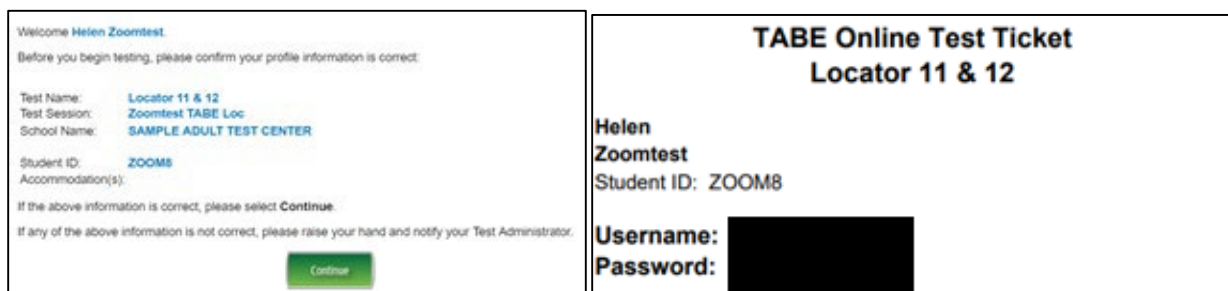
## Taking the TABE Test – Step by Step Directions

In a private chat within your Web Meeting, your TABE Test Administrator will provide you with a web link and your Test Ticket for testing. You will use your Google Chrome Browser to access the test. When your TABE Test Administrator tells you to begin:

1. Go to the URL provided by your TABE Test Administrator.
2. Enter the username and password shown on your Test Ticket, and click **Sign In**.



3. Make sure the information on the screen matches the information on your test ticket. If everything looks okay, click **Continue**.



## TABE Student Instructions for Remote Testing

4. You will see multiple tests in the List of Tests for your test session. 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 are assigned a Locator, you must take that first before beginning the subject.
- You should always take Part 1 before taking Part 2.

The following tests have been scheduled for

Once instructed, click on the test link below to start the test.  
If no additional tests are available, please select **Exit** to close the application.

- [Locator Test Reading \(Click Here\)](#) ←
- [Reading 11 - Sample Items](#)
- [Reading 11 - Part 1](#)
- [Reading 11 - Part 2](#)
- [Locator Test Mathematics - Part 1 \(Click Here\)](#) ←
- [Locator Test Mathematics - Part 2 \(Click Here\)](#) ←
- [Mathematics 11 - Sample Items](#)
- [Mathematics 11 - Part 1](#)
- [Mathematics 11 - Part 2](#)
- [Locator Test Language \(Click Here\)](#) ←
- [Language 11 - Sample Items](#)
- [Language 11](#)

5. Make sure to select **End Test** and **Submit** at the end of each test. If the allowed time for a test has run out, your test will be automatically submitted. When you have completed ALL assigned tests, send your TABE Test Administrator a chat message to let them know that you have finished, and wait for further instructions.

### TABE Test Times

The time required for your web meeting will depend on which tests you are being asked to take, and how many students are in your meeting. The TABE tests themselves are timed according to the table below, but you should also allow time for getting settled into the Web Meeting, checking in, going through practice items, and general test administration. Your TABE Test Administrator should be able to give you an idea of how much time to allow for testing.

TABE 11 & 12		
Locator		
Reading	Math	Language
35 minutes	20 minutes	20 minutes
Full Test		
Reading	Math	Language
100 minutes	65 minutes	55 minutes