Indiana
ADULT EDUCATION

Remote Testing

- Required Administrative Procedures
- Suggested Guidance

Remote testing utilizing TABE 11/12 and TABE CLAS-E is permitted for Indiana Adult Education and workforce programs. Programs must have written operating procedures to address test security, integrity, and protection of personally identifying information. Remote testing procedures are outlined with specific requirements and instructions at –

https://tabetest.com

TABE | DRC

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Indiana Adult Education | Remote TABE Testing
– Required Administrative Procedures, Suggested Guidance

● Test proctors must be **trained** to administer TABE 11/12 and TABE CLAS-E as noted in DWD's *Educational Functioning Level Assessment Policy*.

● Test examiners must use a supported **web conferencing platform** with computer audio and webcam capabilities for both test examiners and students. The web conferencing platform will have recording capability with the ability to review completed web sessions.

● Indiana and DRC require that no more than **five students** can be assessed during web conferencing sessions.

● Tests and test materials must be secure. While TABE 11/12 and TABE CLAS-E must be proctored, Indiana allows the Locator only in an un-proctored environment.

● A computer (desktop or laptop) or a device, such as a Chromebook, is required, plus a webcam, microphone, and speakers or headphones. Cell phones and iPads cannot be used for remote testing. Indiana **does not** allow calling in by phone to a remote test session.

● Proctors must be able to authenticate an **individual student's identity**. Capturing an image of a photo ID is recommended.

● Indiana requires examiners to have students use their web cameras before testing to show the environment. The testing area must be clear of prohibited items. A calculator is provided in the online test environment. Record any unusual events that occurred during testing. **Stop testing** if suspicious activity is detected.

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● Examiners must require students to **share their screens** while restricting view from the rest of the group if more than one individual is being assessed in the same room.

● Test administrators must be able to conduct **breakout/private sessions** with chats to respond to individual student inquiries.

● Only include students who are taking the same form and level of the TABE test in the *same* web meeting. This allows proctors to provide the same test directions to the whole group.

● Assign students to individual private rooms. Provide test links and login credentials during the beginning of the test session, not before. An **attendance sheet** must be completed by the test administrator and include meeting details, meeting link, date, student names, start time, and stop time.

● Explain to students how they should let the test examiner know when they have finished their tests, and how they will be dismissed. Require them to destroy the **scratch paper** they used during testing.

● When students complete tests, proctors may have them remain in the main meeting until the whole group is dismissed, or they can allow them to leave as each student finishes.

● Test administrators will determine how much time is allowed for breaks between tests.

● Programs may allow time for students to take practice tests on the publisher's website prior to entering the testing session. Proctors should be prepared to respond to any **video or technical glitches** should they occur and communicate plans to examinees.