Addendum to Tri-County OIC Adult Learning Center   
Standardized Test Administration Policy - Remote TABE Administration

June 8, 2020

1. **PURPOSE**

The purpose of the addendum is to provide guidelines and procedures for the remote administration of the TABE test during the COVID-19 Period. All applicable sections of *Tri-County Adult Learning Center Standardized Test Administration Policy*, dated October 9, 2019, will continue in force.

1. **GUIDELINES AND PROCEDURES**

Orientation/Assessment staff will have the responsibility of administering the TABE tests remotely. They will be trained and certified for remote proctoring through the Data Recognition Corporation (DRC) and a PDE Division-designated expert, and administer all assessments in accordance with state and publisher's guidelines.

2.1 The Executive Director and trained assessors will ensure that all system requirements for remote testing are met, including minimum browser requirements and access to the Remote Locator Test through the Google Chrome Browser for OIC and a computer, webcam, microphone, and speakers or headphones for student testers.

2.2 The assessors will select a web conferencing service that allows remote meeting sessions that are long enough to accommodate assessment sessions and includes the following functionality: computer-based audio and video; recording capability; breakout/private sessions with private chat and screen sharing capability; screen sharing by participants; private chat; and meeting login information embedded in link.

1. **SECURITY**

All access to tests must be kept secure, and all tests must be proctored.

**4. STANDARDIZED TESTING PROTOCOL**

All testing protocols as established by DRC in the “TABE Examiner Instructions for Remote Testing” will be followed.

4.1 The test assessors will email student instructions for remote testing to all testers at least two days in advance of an orientation web meeting and will schedule the orientation before the actual remote testing session to ensure that the testers have done the Online Tools Training and expose them to the web meeting software.

4.2 For each testing session, assessors will create a Web Meeting as outlined in the TABE Examiner Instructions for Remote Testing: (1) The web meeting settings will be established before the meeting is created with defaults to mute participants upon entry, allow participants to send chat message to the host only, not allow student participants to record the meeting, enable breakout sessions, and disable virtual backgrounds; (2) create a Web Meeting; (3) generate a meeting invitation and capture the meeting link; and (4) send out a custom email to participating students.

4.3 During the Web Meeting, the test assessors will move each tester into individual testing rooms and meet with each tester to validate the student’s ID, ask the students to use their web camera to show you their environment, and send via private chat the details for the student’s TABE Test Session.

4.4 Should a tester not be following proper procedures and TABE testing needs to be stopped, a test assessor will log into the same test using the student’s login credentials, allowing the assessor to take over the test, then immediately exit the student and electronically submit the test.

4.5 When all students have finished testing, the test assessors will end the Web Meeting.

**5. ASSESSMENT RESULTS**

Results of an individual student's standardized tests can be shared with the student, referring agency, parent/guardian or any other legal party with a stated interest in the student's assessment results.