

Module 2: What to do Before Administering the TABE 11/12 Level L

Test administrators must read and be familiar with the TABE 11/12 Test Administration Manual and the TABE Test Directions for Form 11 and Form 12.

Test Materials

Administrators must be familiar with the procedures required for testing. This includes setting up the testing room, gathering supplies and materials so they are ready for use, and ensuring sufficient materials are available for distribution. The following list of materials are necessary for administering the TABE Level L. These materials should be accounted for and accessible prior to testing.

Level L Reading and/or Mathematics Test Materials:

- TABE Test Directions for Form 11 and Form 12
- Level L Test Booklet
- Examinee Record Book
 - Word List score sheet
- TABE 11 & 12 Scoring Guides

Preparing to administer the TABE Level L

Test administrators must read Steps 1 through 7 in the TABE Test Directions before administering the TABE.

Step 1: Check the Test Materials

Step 2: Plan the Testing Schedule

Step 3: Organize the Testing Area

Step 4: Prepare the Examinees

Step 5: Plan to Use Standardized Testing Procedures

Step 6: Fill in Examinee-Identifying Information

Step 7: Administer the Printed Tests

Tests must be administered as directed in the Test Directions booklet, and test administrator scripts must be read exactly as provided in the Test Directions booklet.

When to Test

Pre-testing should take place within the first 18 hours of attendance, but students can be pre-tested prior to enrollment. ACLS strongly recommends that, whenever possible, programs pre-test before the 18-hour mark. It is recommended to administer the post-test after 65 hours of instruction (or after 40 hours for students in correctional institutions).

ACLS understands that there is a variety of reasons some students may be post-tested at fewer than 65 hours (or 40 hours for students in correctional institutions). Therefore, programs, including correctional institutions, can test at fewer hours when the justifications for those exceptions are **realistic and within reason**. ACLS will track these exceptions via LACES, where a drop-down menu will be available for programs to choose the reason for the exception (see the [ACLS Assessment Policies Manual](#) for more information).

In general, all students should be tested at least twice, but no more than three times in a fiscal year. There is only one exception: students GLE 0-2 who max out of the TABE 11/12 Level L test can (when appropriate) be assessed with MAPT-CCR for Math and/or MAPT-CCR for Reading in the same fiscal year.

When scheduling and preparing for testing, test administrators should consider the following:

- Allow time to review test and test directions in advance
- Create a plan for test administration for examinees requiring accommodations
- Allow sufficient time in the test schedule to complete the test in a single session
- Allow for an optional short (10 minute) break between Part 1 and Part 2 of the test

Testing Times

Maximum allowable testing times are listed below. The time limits are generous and allow most learners time to finish the test.

- Word List (15 minutes)
- Level L Reading – Part 1 (35 minutes)
- Level L Reading – Part 2 (60 minutes)
- Level L Mathematics (75 minutes)

The time limit for Level L Reading – Part 2 shown above is different from the time limit presented on page 4 of the TABE Test Directions booklets. The change was made by DRC with approval from the U.S. Department of Education, and went into effect on June 25, 2018.

The time limits for the Reading and Mathematics tests are more important than the time limit for the Word List (the latter is not strictly timed, but usually takes 15 minutes or less).

This module is part of the TABE 11/12 Level L Administration and Scoring Training developed by the Center for Educational Assessment at UMass-Amherst for use by Adult Education programs funded by the Massachusetts Department of Elementary and Secondary Education. Training materials are also available at <http://blogs.umass.edu/aclstesthelp/> Questions? Please email aclstesthelp@educ.umass.edu.

Additional time on the Reading and/or Mathematics test should not be given unless there is a formal documented learning disability that permits it.

Test administrators should plan to spend an additional 10 to 15 minutes going over the practice test items before learners begin the Mathematics test and/or Part 1 of the Level L Reading test.