

Supplementary Guidance

Physically distant in-person testing guidelines: TABE Level L

The following guidelines are intended to help your program and its test administrators ensure that both students and staff stay safe and healthy and prevent the spread of COVID-19. This guidance is for test administrators but should also be reviewed by other program staff, considering the collaborative effort that test administration involves takes place between the two. As programs help and support test administrators, guidelines pertaining to both roles are included. Roles and responsibilities may vary from one site to the next, but the following information remains consistent across all locations administering TABE Level L via physically distant in-person (PDIP) testing.

Test administrators can review the TABE Level L training for general information relating to administration of the TABE Level L test at any time by accessing the training modules on the [ACLS Test Help Blog](#). This module is a supplement to those existing training modules to provide guidance specific to physically distant in-person (PDIP) testing related to requirements for the health and safety of program staff and students due to COVID-19.

Test administrators and programs should also review the [NRS Remote and Physically Distant In Person Test Administration: Guidance for MA NRS Test Administrators](#) distributed by ACLS (July 1, 2020).

Policy Reminder

Per guidance from the publisher, the TABE Level L (Literacy) cannot be administered remotely in any form. There is no online version and the paper-based version cannot be administered to students remotely. The TABE Level L must be administered using the PDIP test administration procedures detailed here.

Before Testing

Preparing as a Test Administrator

- ☐ Review local/program guidance on physical distancing and handwashing/sanitizing
- ☐ With program administration, develop protocols to maintain social distance when students are entering and exiting the building and moving through the building (including to and within restrooms) when feasible
- ☐ With program administration, develop plans to ensure that students do not congregate in common spaces
- ☐ With program administration, develop plans to guide and maintain routine cleaning and disinfecting
- ☐ Be prepared to respond to the presence of COVID-19 at the test site, including shutdown for cleaning/disinfecting high-touch surfaces, and contact tracing and communication around isolation/self-quarantining of people in contact with sick individual(s)

Scheduling Test Events

- ☐ Contact student(s) to schedule test session
 - Programs should use their established methods/strategies to communicate with students to make initial contact for testing as well as follow-up to scheduling
 - Texting / WhatsApp is fine for communication if students and programs use such approaches
- ☐ Limit the number of examinees per test event to adhere to program physical distancing guidelines
- ☐ Communicate with students about expectations for hand washing and hand sanitizing, either at time of scheduling or leading up to testing (e.g., encourage students to wash hands before arriving to their testing session)
- ☐ Inform students that they must wear face coverings/masks at all times while at the testing site, except in cases where masks cannot be worn for medical reasons
- ☐ Inform students that they must complete a health self-assessment before going to a program site on the day of testing (one online option is [Buoy from the Massachusetts Department of Public Health](#))

Setting Up the Testing Site

- ☐ Arrange workspaces so they are spaced at least six feet apart and facing the same direction (e.g., programs should assign students to desks or table space that is appropriately spread out to work on the paper test)

Day of Testing

Setting Up the Testing Site

- ☐ Ensure restrooms and adequate supplies are available for proper hand hygiene
- ☐ Determine assigned seating for students in advance of testing (i.e., each student should be assigned to a specific table or desk)
- ☐ Make hand sanitizer available to all persons at the testing event
- ☐ Determine the materials needed for the TABE Level L test administration and prepare materials accordingly (e.g., placing materials at each student's assigned seat)
- ☐ Avoid passing test materials directly between people whenever possible

Personal Behavior Guidance for Test Administrators

- ☐ Complete a health self-assessment before going to a program site
- ☐ Wear a cloth face covering at all times while at the testing site except in cases where masks cannot be worn for medical reasons
- ☐ Maintain a distance of at least six feet between students and test administrators to the maximum extent possible (e.g., use signs or tape to mark six-foot distances and where to stand)
- ☐ Engage in frequent hand washing and hand sanitizing
- ☐ Abide by local guidance in addition to guidance from the state of [Massachusetts](#) and the [Massachusetts Department of Elementary and Secondary Education/Adult and Community Learning Services](#) unit

Advising Students

- ☐ Advise students to frequently wash and sanitize hands according to [Massachusetts state guidelines](#)
- ☐ Advise students to avoid touching their face
- ☐ Inform students that they must wear face coverings/masks at all times while at the testing site except in cases where masks cannot be worn for medical reasons

Administering the TABE Level L Test

- ☐ Given these physically distant conditions, test administrators should otherwise follow the usual procedures for administering the TABE Level L test, using paper-based materials to have the students complete the test items

After Testing

Advising Students

- ☐ Encourage students to wash their hands after testing
- ☐ Remind students to keep face covering on until they have exited the testing site, at a minimum
- ☐ If anybody reports symptoms after testing, provide recommendations for contact tracing & communication about isolation/self-quarantine

Maintaining the Testing Site

- ☐ Clean and disinfect each testing station used at the end of each test and also at the end of the day
- ☐ Properly store testing materials at the end of each test (e.g., pencils set in a box marked for disinfecting, used scratch paper stored in a plastic bag, etc.)
- ☐ For paper-based tests, collect materials and set aside for 24-48 hours if possible prior to scoring
- ☐ If this is not possible, follow the guidance above for handwashing and hand sanitizing after handling paper-based test materials