

Department of Workforce Services Informational Memorandum PY13-01

From: Artee Williams, Director

Date: June 24, 2014

Re: Instructions for TABE Testing

1. **Purpose:** To provide guidance for TABE test administration.
2. **General Information:** Instructions for administering the Tests of Adult Basic Education (TABE) were reviewed during the April 17-18, 2014 Managers' Meeting in Springdale, Arkansas. The information follows.

TABE tests for math, reading and language are:

- Locator Test
- TABE Survey
Series 9 & 10
Test Levels: Easy (E), Medium (M), Difficult (D), Advanced (A)
- TABE Full
Series 9 & 10
Test Levels: Easy, Medium, Difficult, Advanced

The Locator test should be administered prior to the survey or full test. As the chart below indicates, grade level results of the Locator will reveal the level of TABE to administer. If Locator results are low for one subject and high for a different subject, then use the TABE level test for the subject with the lowest score. For example, if the math score is at the medium level and the reading score is at the difficult level, then administer the medium level TABE test.

<u>Reading</u>	<u>Math</u>	<u>Language</u>	<u>TABE Level to Administer</u>
6 and below	4-6	6 and below	Easy
7-8	7-8	7-8	Medium
9-10	9-11	9-10	Difficult
11-12	12-16	11-12	Advanced

Test administrators may select either the TABE Survey or the full TABE. The Survey contains fewer questions, takes less time, and is the preferred test of most test administrators. The chart below shows time allowed for testing.

	<u>SURVEY</u>	<u>COMPLETE TABE</u>
<u>Test</u>	<u>Testing Time-Minutes/hrs.</u>	<u>Testing Time-Minutes/hrs.</u>
Reading	25	50
Math Computation	15	24
Applied Math	25	50
Language	25	55
TOTAL	1:30	2:59

The same level of test should be used for the pre- and post-test. For example, if Level M was used for the pre-test, then Level M must be used for the post-test.

The full TABE and the TABE Survey are both available in Series 9 and Series 10. It is recommended that the test series be alternated between the pre- and post-test for the same individual. For example, if Series 9 is used for the pre-test then use Series 10 for the post-test. These tests have different questions which result in a better reflection of the individual's skill.

As a guide, Adult Education provides 40 hours of instruction prior to administering the post-test.

Raw scale scores used for the Literacy-Numeracy performance measure indicate the Educational Functioning Level (EFL) of the individual.

Educational Functioning Levels

- Beginning ABE Literacy
- Beginning Basic Education
- Low Intermediate Basic Education
- High Intermediate Basic Education
- Low Adult Secondary Education
- High Adult Secondary Education

If the individual remains at the same EFL after the post-test, then use the same test level for the next post-test. For example, if the pre- and post-tests were Level M, EFL low intermediate, then the next post-test should be the Level M test.

If after the post-test, the individual advanced an EFL but remained basic skills deficient, then advance to the next test level for the next post-test. For example, if the pre-test was Level M, EFL low intermediate, and the post-test advanced to EFL high intermediate, then use Level D for the next post-test.

Test supplies contain material protected by copyright laws. No part of the test material may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without prior written permission.

3. **Action Required**: Please make available to all appropriate staff.
4. **Inquiries**: Contact the WIA Technical Assistance Unit.
5. **Expiration Date**: Continuing.