TABE
Examiner Instructions for ProctorU Testing

Release v 1.0
Data Recognition Corporation (DRC)
13490 Bass Lake Road
Maple Grove, MN 55311

TABE Test Help Desk, toll-free: 1.866.282.2250 (8:00 a.m. – 4:30 p.m. CDT)
Email: TABEHelpdesk@datarecognitioncorp.com
Revision Date: November 9, 2020
Introduction

DRC has created a partnership with the third-party proctoring service, ProctorU, to provide the option for students to take online TABE tests with a live ProctorU proctor. Remote testing with ProctorU is available for TABE 11&12 only.

This document assumes you are familiar with TABE and the DRC INSIGHT Portal—it explains how to set up test sessions in TABE and in ProctorU for remote proctoring.

Overview of Remote Testing with ProctorU

For testing with ProctorU, setting up test sessions within the DRC INSIGHT Portal remains the same with one exception: you must set the Mode of your test session to “proctored”. In addition, there are recommendations for managing test sessions for use with ProctorU later in this document.

DRC will set up your TABE Online District with a user account and a list of TABE tests in ProctorU. You will use the ProctorU website to invite students to schedule their exams for remote testing with a ProctorU proctor. ProctorU handles getting the students connected to the ProctorU interface and logs students into their TABE test using the DRC Public Browser.

The TABE test is taken within the same test environment as other online TABE tests. Test results are available in the DRC INSIGHT Portal along with existing test data. Information related to the proctored session, including a recording of the session, is available in ProctorU.

Multiple students can be added to the same TABE test session, but each ProctorU session includes only one student with one proctor.

Important: State approval for remote proctoring is required for WIOA-funded providers.

Product Requirements for Remote Testing with ProctorU

Remote testing with ProctorU testing is available for TABE 11&12 only. You must have available licenses for TABE 11&12 testing. To order ProctorU Remote Testing or TABE 11&12 Online licenses, contact:

Shelf Customer Service
Phone: (800) 538-9547 | Fax: (800) 282-0266
Email: ShelfCustomerService@datarecognitioncorp.com

System Requirements for Remote Testing with ProctorU

TABE Test Administrators

Test Administration for both TABE and ProctorU is accessed from any standard web browser.

Students

Refer to the TABE Student Instructions for ProctorU Testing for a complete list of the system requirements for students. We highly recommend that you encourage students to verify that their systems are compatible with remote testing for both TABE and ProctorU prior to scheduling their test.
Students must have:

- Desktop or laptop computer
- Webcam
- Microphone
- Speakers or headphones
- Google Chrome browser (current version)

Chromebooks, tablets, iPads and smart phones cannot be used for remote testing with ProctorU.

**PART 1 - Setting Up TABE Test Sessions**

**Creating a Proctored Session**

If you are new to TABE, refer to Part 8 of the TABE Test Administration Manual (TAM) for information on how to create test sessions and add students. The TAM is available in the DRC INSIGHT Portal under General Information > Documents.

When creating test sessions for tests that will be proctored by ProctorU, as shown below you must set the Mode to “proctored”. **Note**: The “proctored” mode is used for ProctorU test sessions only.

- Login credentials for “Proctored” sessions can only be used by ProctorU.
  - Only the student’s username is provided. The format is FirstLastMMYYYY (FRANKCASTLE031980), where MMYYYY is the student’s DOB month and year.
  - Passwords are entered by ProctorU. Students do not have access to the ProctorU password.
- Login credentials for regular “Online” sessions will not work with ProctorU.
Organizing Proctored Sessions

DRC recommends adding students to test sessions with content area at a time to minimize the chances of a student taking the wrong subtest during their ProctorU session. Once a student has completed a subtest (form and content area), you can add the student to a new session for the next content area. Students can see all subtests in the list of tests presented to them, but completed tests are not available. **Tip:** You can create test sessions in advance using a placeholder student, then add students to the next test session as they complete the previous subtest. It is acceptable to have multiple students in the same test session.

As shown in the example below, Hilda has already taken the Reading subtest. When she logs in to TABE, the Math subtest and the Language subtest are available. During her ProctorU session, Hilda could choose the wrong subtest (one that does not match the current ProctorU session). Adding the students to Tabe test sessions for one form and content area at a time makes this less confusing for the student.

Sending Email to Students

Students are added to a ProctorU exam by uploading a list of their email addresses. When the upload is complete, students receive an email from ProctorU inviting them to schedule their exam.

Maintain a list of students you plan to add to proctored sessions. A spreadsheet that includes email address, test ticket username, test session, specific subtest name, scheduling deadline, and testing deadline will help you remain organized and can be used to copy and paste specific information into your student emails. In addition to the invitation email sent by ProctorU, you need to send each student specific information about the test you want them to take.

The email to each student should include:

- The username listed on the student’s test ticket
- The TABE subtest you want the student to schedule
- Date by which the student is expected to schedule the subtest
- Date by which the student is expected to complete the subtest
• Your contact information if you want the student to contact you when testing is complete (optional)
• Attach a copy of the TABE Student Instructions for ProctorU Testing
• Include a link to the video tutorial "TABE ProctorU Student Tutorial" found on tabetest.com.

Sample Email to Students

Dear [Student],

Your [EXAM name as listed in ProctorU] subtest will be administered remotely by ProctorU. You will receive an email invitation from ProctorU with a link for scheduling your exam. You must accept the invitation by clicking on the link, before you can schedule your exam. Please allow [estimated session time] for this exam.

You need to schedule this exam on or before [schedule deadline].
You will need to complete this exam on or before [subtest deadline].

If you will be taking a Locator test, you will need to complete the locator prior to taking the actual test. The locator (if applicable) and all parts of this exam should be completed during the same ProctorU session. Make sure to complete the sample items and all parts of the exam.

Your TABE test username is: [username]. You will need to use this username to log in to your TABE test.

Please review the attached document “TABE Student Instructions for ProctorU Testing” and check out the video "TABE ProctorU Student Tutorial", prior to scheduling your exam. Make sure that your computer meets the requirements for both ProctorU and TABE as described in the document.

If you have any questions, please let me know.

[name]
TABE Test Administrator
[contact info]
PART 2 - Setting Up Exams in ProctorU

Overview of the TABE Environment in ProctorU

Once your order for Remote Proctoring with ProctorU has been processed, DRC will create a user account for you in ProctorU. You will receive your login credentials in a confirmation email when your ProctorU setup is complete. **Important**: There is only one user account associated with your organization. If you want more than one person to receive notifications from ProctorU, you need to provide a group email address.

Your organization's account is created using the email address you provided during setup. Someone with access to this email address will need to log into ProctorU to verify the account before other users will be able to use the account. Please refer to the document "Logging into ProctorU for the First Time" for step by step instructions for verifying your account. The user account DRC creates for you has a role of "Institution Instructor".

Someone with access to this email address will need to log into ProctorU to verify the account before other users will be able to use the account. Please refer to the document "Logging into ProctorU for the First Time" for step by step instructions for verifying your account.

After your organization's user account has been verified, all of your users will be able to log into ProctorU with the credentials provided. To log into ProctorU, go to: [https://www.proctoru.com](https://www.proctoru.com) and click on User Login.

The ProctorU home screen provides you with a summary of your data in ProctorU and the ability to filter

![ProctorU Home Screen](image)

**ProctorU Exams and Terms**

DRC adds the exams you requested on your order form to your ProctorU account. Although you have the ability to create additional exams, doing so is not recommended as there are specific requirements for setting up an exam.

Exams are available for students to schedule after they have accepted their invitation from ProctorU.
Inviting Students to Exams in ProctorU

1. To invite students to schedule a specific subtest, select the exam from the list.

2. Click the **Invite Test-Takers** button at the bottom of the page.

3. A dialog for importing a list of student emails displays. Click on the link to get the Excel template. Add your list of student email addresses to the Excel document. When finished, click **Choose File** to upload the file then click **Invite** to process the file.

Students will receive an email invitation with a link to accept the exam. Students must accept this invitation by clicking this link before they can schedule their exams. For a full description of the process, see the document *TABE Student Instructions for ProctorU Testing*. 
**PART 3 - Completed Exams**

**Scheduled Tests**

To see if students have scheduled their exams, click the exam from the list. Below the Invite Test-Takers button, you will see the list of students who have accepted the exam, and created their user accounts in ProctorU. You can click on either the Session number or the View button to see details and a recording of the session.

![Table of Exam Sessions]

**Completed Tests**

ProctorU only shows that the proctored session was completed. This does not necessarily mean that the TABE test was completed.

To confirm the student has completed the correct TABE subtest, look at the test session in the DRC INSIGHT Portal.

Find your session in Test Management and click the Export Details icon for the session to create a .csv file.
You can download the .csv file and open it in Excel. Completed tests will show as completed, and have the start and end times filled in. These times should have occurred within the ProctorU session time. This extract can also be used to identify which scheduled students have not yet tested.

Note: If it looks like a student started the test one day and completed it the next, it means that the student did not properly exit and submit the test. Uncompleted tests are forced complete overnight by the system.

Scaled scores are available immediately after testing in the On-Demand Extract, but you won’t be able to see test times on that report. Within 10 minutes of test completion, you will be able to see the full score results in the individual student On-Demand Reports.
Auto-Locator Scores

The Auto-Locator will automatically assign the recommended test level to subtests in the same session. You can view the results of an Auto-Locator test from the On-Demand Roster.

1. Go to Report Delivery in the DRC INSIGHT Portal, and click on the On-Demand Roster tab.
2. Enter your site (school) name, not your district.
3. You can filter by session name. Once you have checked the box for the correct session, the Show Locator Roster button is enabled.

4. Click Show Locator Roster. The resulting report includes results from the Auto-Locator tests for all students in that session.
Invalidating a Test

There may be cases where you need to re-test a student and/or invalidate a student’s test results from the remote test session. Possible reasons for invalidating a test include:

- The student had technical problems during testing.
- The student was discovered to have cheated on the test.
- The student was given, or took, the wrong test.

1. To invalidate a student’s test, go to Student Management in the DRC INSIGHT Portal, and click on the Manage Students tab.

2. You can search for the student by name, test, session, or other options. Once the student is displayed, click the View/Edit icon to open the Student’s Profile.

3. In the Student Profile, go to the Test Sessions tab. Find the test you wish to invalidate, and click on the Invalidate icon. **Important:** Do not invalidate a test that has not been completed. If the test does not have an end date listed, click on the green circle icon to "End Incomplete Test" first. When the screen updates with an end date, click on the "Invalidate" icon. **Note:** Hover over the icons to see the icon names.
**Single User Exams**

ProctorU does not allow you to re-invite students into an exam they have previously scheduled. If the student has not completed the ProctorU session for an exam, they can reschedule the exam as described in the *TABE Student Instructions for ProctorU Testing*.

If the student attempted, completed, cancelled, or missed their ProctorU session for an exam and was not able to complete the TABE test during their session, you must reschedule their exam as a Single User Exam.

1. To create a Single User Exam, log into your ProctorU account, and click **Exams**.

![Exams](image1)

2. Click the name of exam for which to create a Single User Exam and select **Create Single User Exam** from the Exam Options dropdown.

![Create Single User Exam](image2)

3. Enter the name or the email address of the test-taker to re-schedule. Append text to the Exam Title, for example: Rescheduled [student's name], so you can distinguish it from the initial exam. **Important:** Do not make any other changes to the form. Click **Submit for review**.

![Submit for review](image3)

4. Once submitted, the Single User Exam is sent to a ProctorU representative for activation, which typically happens quickly. The exam instructor will receive an email when the test is ready for scheduling and the student will receive an invitation to accept and schedule their test.
Onsite Testing
In most cases, your students will be testing at home using their own computers. If your students will be
testing with a ProctorU proctor from your test center, you will need to make sure that certain additional
allowed listing requirements are met. Please contact DRC for a list of these requirements to provide to your
test center's IT Department.

Online Tools Training
Encourage your students to take a practice test using the Online Tools Training (OTT). These practice tests
give the student an opportunity to try different content areas and explore the tools and resources available
during a real TABE test.

To take a practice test, go to: https://wbte.drcedirect.com/TABE/portals/tabe and click on Online Tools
Training.

Technical Support
DRC does not provide technical support for student computers at remote locations.

If your student is having trouble logging into ProctorU, passing the Test Your Computer check in ProctorU,
or scheduling their test, contact ProctorU Support:

  Phone: 855-772-8678
  Email: support@proctoru.com
  Chat: In ProctorU, use the chat box (shown below) in the lower right corner of the screen.

If your student is having trouble using the Online Tools Training or taking the TABE test remotely, the DRC
Device Check at: www.DRCDeviceCheck.com will help you identify the problem.

Thank you and good luck with your testing!