



# Tests of Adult Basic Education

## New On-Demand Administrator Training Available

### NEW TABE 11&12 ON-DEMAND ADMINISTRATOR TRAINING AVAILABLE

We are excited to provide a two-part, on-demand TABE 11&12 Administrator Training series consisting of Best Practices for TABE 11&12 Administrators, and an in-depth tutorial on Correct Scoring of paper/pencil test results. After a module is completed, participants will be presented with a 30-item test. Upon achieving a score of 80% correct, participants will have successfully completed their training. Each participant can elect to print their Certificate of Completion, save it for later use, or have it emailed to them.

#### What can Certificate Holders Do?

- Understand and follow general TABE 11&12 test best practices
- Identify and use the correct TABE 11&12 forms, levels, and delivery formats
- Securely administer and handle test resources
- Assure student confidentiality
- Follow student privacy protocol
- Score and interpret the TABE test results

#### Who Can Use On-Demand Training?

TABE 11&12 on-demand training was designed for those who:

- Need a thorough introduction to TABE 11&12 administration
- Prepare students to take TABE 11&12
- Handle test materials
- Set up test environments
- Proctor and score exams
- Need an overall refresher of TABE 11&12 administration

#### How much does On-Demand Training Cost?

It is currently offered at no charge.

#### How is it accessed?

Certification Training can be accessed through any web browser as long as you have an internet connection.

#### What if I fail the test?

You can review the material and take the test again. You can keep trying as many times as you need to. It will require you to start over, so take notes and pay close attention!

#### When can it be accessed?

Any time you can access the internet!

#### How long does it take?

Each of the two modules takes about an hour, and although tests are not timed, each test should take less than 20 minutes.

#### What do I need to do to pass the exams?

First, go through the presentation. Pay close attention and take notes, as there's a lot of detail to be aware of. The system requires participants to go through the slides and to listen to the training – no skipping to the end! As soon as the presentation is over, you will be able to take the test. You need to score 80% or higher in order to pass. After passing each exam, a certificate of completion will be sent via email to the email address entered into the Guestbook Sign-in. Participants may print or download and save their certificates.

#### Where can I find technical requirements for this on-demand training?

Technical Requirements can be accessed here

#### I've lost my Certificate. How can I get a replacement?

DRC maintains a file of test takers and can provide confirmation of someone's certification upon request; however, we encourage participants to retain their certificates of completion in a safe place.

#### How long is Certification valid?

Certification is valid for two years after passing the test.

#### Who can I call if I'm having difficulty?

Call or email our Help Desk: (800) 459-6522  
[TABE 11&12HelpDesk@datarecognitioncorp.com](mailto:TABE11&12HelpDesk@datarecognitioncorp.com)

**For more information visit [www.TABE 11&12Test.com](http://www.TABE11&12Test.com)  
or call 800.538.9547**

