



TABE

Student Instructions for ProctorU Testing

Release v 1.0

Data Recognition Corporation (DRC)

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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

TABE Online assessments now can be proctored remotely using a service called ProctorU. If you have received an email invitation from ProctorU, your TABE Test Administrator would like you to schedule a test for remote proctoring.

Testing Requirements

- Computer (desktop or laptop)
 - Windows 10 (not 10 S)
 - Mac OS 10.14 or higher*
 - At least 2GB of available RAM
 - Internet connection with at least 3 Mbps upload/download speeds
- Monitor (Only one monitor is allowed during testing)
- Webcam
- Microphone
- Speakers or headphones
- Google Chrome browser (current version) available at: <https://www.google.com/chrome/>.
- ProctorU Extension for Google Chrome available at: <http://bit.ly/proctoruchrome>.
- A mirror or smart phone to show the proctor your testing environment.
- Chromebooks, tablets, iPads, and smart phones cannot be used for remote testing with ProctorU.
- Incognito browser windows (a feature of Google Chrome) cannot be used for, or during, testing.

*For Mac OS version 10.15 or later, you have to enable Screen Recording in Google Chrome to share your screen with the proctor. Read the following article for instructions: [MacOS X Catalina Users - Important Notice](#).



Prior to Test Day

Once your TABE Test Administrator has assigned you a test, you will receive an email invitation from ProctorU. You must accept the email invitation, create a user account in ProctorU (if you don't already have one), confirm your system meets the requirements for remote testing, and schedule the assigned test. All of these steps must be completed prior to testing.

Create a User Account in ProctorU

You must accept the exam invitation and create a user account in ProctorU prior to test day.

1. You must accept the invitation by clicking the invitation link in the ProctorU email. The ProctorU login page displays.
2. On the ProctorU login page, if you already have a ProctorU account, click **Accept with my existing user account** and skip to step 5.

If it's your first time using ProctorU, click **Accept & create a new user account**.

3. For new accounts, after you accept the invitation, the following screens displays.

Invitation has been accepted



Create an Account

Enrollments

Institution * TABE Tests of Adult Basic Education

Add Enrollment

Name

First name *

4. Complete the form, and click **Create Account** to create your ProctorU user account. Make sure to use the name that matches the name on your Photo ID when you create your account.
5. For the question: *Are you are an EEA citizen and/or a current EEA resident?*, select **No**. The ProctorU home page displays.

proctorU

Home Schedule Sessions Reports Support

Please answer the following question to continue.

Are you an EEA citizen and/or a current EEA resident?

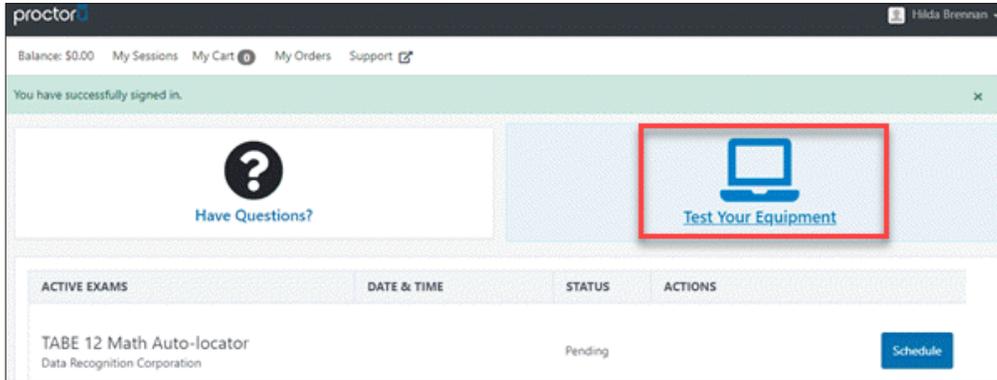
Yes No

Submit



Confirm Your Computer is Ready for Testing

1. To verify your system meets the requirements for ProctorU, log in to ProctorU and click **Test Your Equipment**.



The **Have Questions?** link has a number of resources to help you prepare for testing.

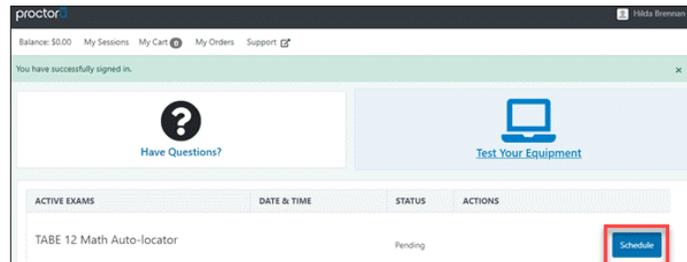
2. To verify your system meets the requirements for TABE, go to: www.DRCDeviceCheck.com then click **Run Test**.



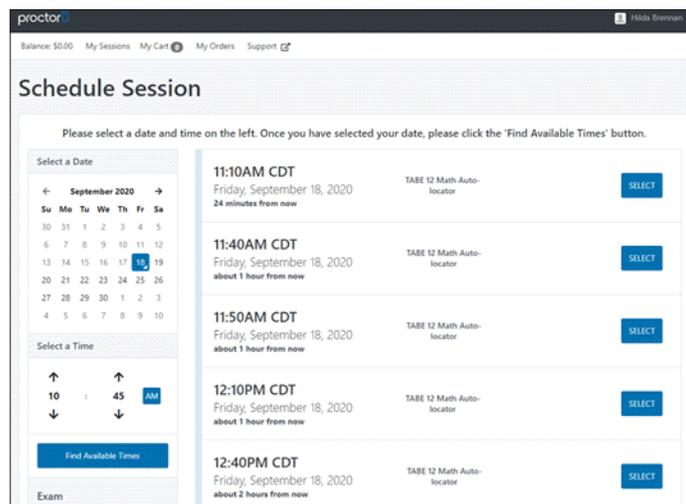
Schedule Your Test

After you have accepted the invitation, created a user account in ProctorU, and verified that your system is compatible with testing, you can schedule any pending tests.

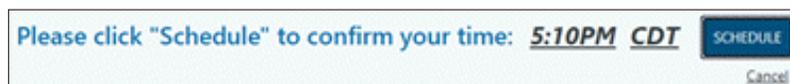
1. Log in to <https://www.proctoru.com/> to see your pending exams. Click **Schedule** next to an exam to schedule it.



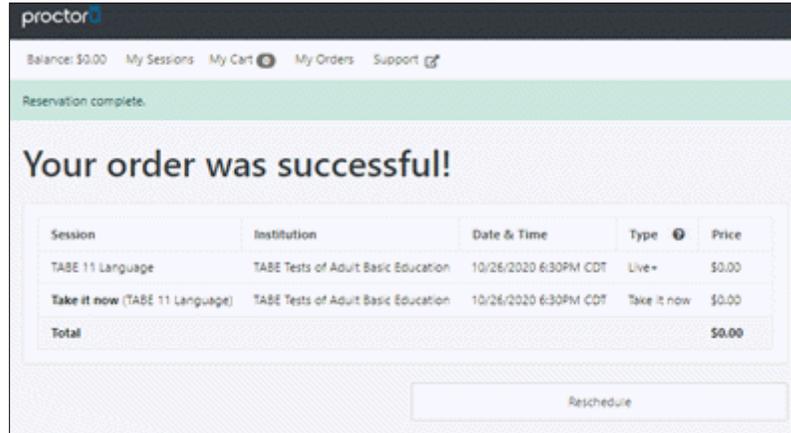
2. Select a date and time on the left side of the screen, then scroll down and click **Find Available Times**. Click the **Select** button next to the session you want.



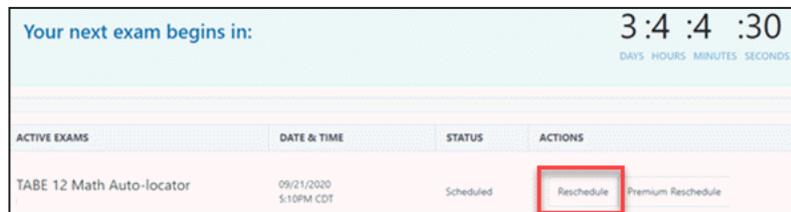
3. Confirm the selected time by clicking **Schedule**.



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4. The system displays *Your order was successful!* and you will receive a confirmation email.



5. Click **My Sessions** to return to the home page, which now displays a countdown to your next scheduled exam. If you need to reschedule a test, click the **Reschedule** button.

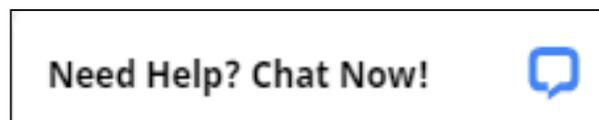


If you need help logging into ProctorU, passing the Test Your Computer check in ProctorU, or scheduling your test, contact ProctorU Support:

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 you need help with the [TABE system check](#), contact your TABE Test Administrator.



On Test Day

TABE Testing Protocols

As with on-site testing, when you take a TABE test remotely, you are expected to abide by certain rules to ensure the integrity of the testing experience for yourself and other students. These rules, listed below, are considered the TABE Student Code of Conduct for Remote Testing.

- I alone will be taking this test.
- I will neither receive, nor provide, assistance to/from anyone taking this test.
- I will not have any verbal, written, or electronic communication with anyone else, other than my proctor or Test Administrator while taking the test.
- I will not have any other browsers, windows or applications open while taking the test, other than those required for taking or being proctored during the test.
- I will not use any external devices, such as phones, tablets, or additional computers while taking the test, other than devices listed in an approved accommodation.
- I will not refer to any books, notes, or online sources of information while taking the test, other than those resources provided within the test itself.
- I will not take screenshots, photos, notes or make any kind of copy of any of the questions on this test.
- I understand that I am being monitored and recorded, and that any violation of the above terms may result in the invalidation of my test results, and affect my opportunity for future testing.

ProctorU will monitor and record your entire testing session.



Environment for Testing

On test day, find a quiet place where you won't be interrupted during your test. Other people on your computer network should avoid high-bandwidth activities, such as streaming music or videos, while you are testing. Clear your workspace of all disallowed materials.

You need:

- The TABE test username provided by your TABE Test Administrator.
- A photo ID with the name that matches the name used to create your ProctorU account. Acceptable forms of ID include:
 - Valid Driver's License
 - State Issued ID with photo
 - Passport
- A mirror or smart phone to show the proctor your testing environment.
- Two blank sheets of scratch paper and two regular pencils (optional).

Not allowed during testing:

- Smart phones. You will be asked to put your phone away before starting the test.
- Calculators. For test items that require a calculator, one will be provided in the online test environment.
- Talking or whispering aloud (even to yourself) is not allowed during testing.
- Food and drinks.
- Non-religious head coverings.
- For a full list of behaviors that are not allowed during testing, see the article: [What am I allowed and not allowed to do during my exam?](#)



The ProctorU Session

Log into ProctorU a few minutes before your test is scheduled to begin. A timer will be counting down to the start of your test session. When the timer reaches 0:00, the **Start Session** button will display—this is not the start of your actual test. Clicking the Start Session button takes you through an automated process that checks your computer for compatibility and verifies your identity.



For a preview of the automated processes, see the video: [Live Human Proctored Launch](#).

After the system check and ID validation are complete, you will be prompted to download and install the LogMeIn application. You may be asked to share your screen. This application connects you to your proctor. If you are unable to connect to your proctor, use the chat box to contact ProctorU Technical Support.

When you are connected to your proctor, the proctor will go over the test with you, scan your environment, and help you log in to TABE. The proctor will ask you to type in your username and then the proctor will type in the password.

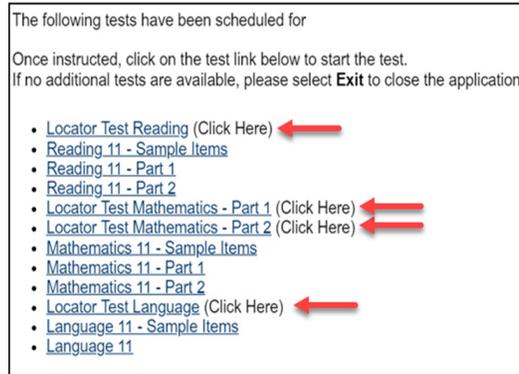
Once you are logged in to TABE, you will no longer hear the proctor.

Use the chat box if you need help or have questions during the test. You may need to minimize or move windows on your computer to find the chat box. Do not close the chat box until you are completely finished with your ProctorU session.

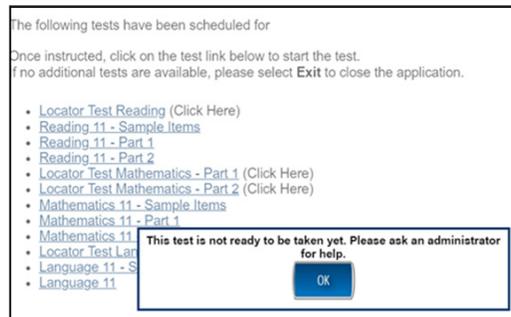


The TABE Test

The TABE test screen displays multiple tests in a list. Make sure to take only the specific test assigned by your TABE Test Administrator. To start a test, click on its link. If the link is not available, either the test has already been taken, or you have not completed the prerequisite test.



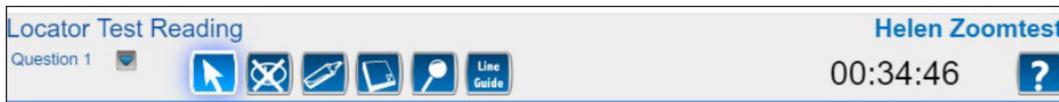
If you receive the following error, you must take the corresponding Locator test first.



If you are not sure which test to take, send a chat message to the proctor.

Make sure to select **End Test** and **Submit** at the end of each part of the test. If the allowed time for a test has run out, your test will be automatically submitted.

General Information about the TABE timer: Unless you have been granted special permission by your TABE Test Administrator, you will have a fixed amount of time to complete each test. Once you log in to a TABE test, a timer displays at the top of your test screen. When the timer hits 0, you will be automatically exited from the test and your test will be submitted for scoring.



Note: The Pause button at the bottom of the screen does not pause the timer. You must complete each test within the time allowed for that specific test.

When you have completed all parts of the assigned test, send your proctor a chat message to let them know that you have finished.



Online Tools Training

We encourage you to take a practice test using the Online Tools Training (OTT). These practice tests give you the opportunity to try different content areas and explore the tools and resources available to you during a real TABE test.

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

Thank you and good luck with your testing!