

TABE Scanning Tutorial

Preparing the TABE Answer Sheets

Did you pull the correct LEVEL and FORM answer sheet? DRC will invalidate the score if either one is incorrect.

Double-check the name of the student. Verify that bubbles are filled correctly. Make adjustments if needed.

Level E—FORM 11

LAST NAME A L I **FIRST NAME** N A S R A **MI**

ID NUMBER 4 5 7 3 9

DATE OF BIRTH

MONTH	DAY	YEAR
Jan	0	1
Feb	1	9
Mar	1	8
Apr	1	1
May	1	1
Jun	1	1
Jul	1	1
Aug	1	1
Sep	1	1
Oct	1	1
Nov	1	1
Dec	1	1

ETHNICITY

☐ Hispanic or Latino
☐ Not Hispanic or Latino

RACE (select all that apply)

☐ Black or African American
☐ American Indian or Alaskan Native
☐ Asian
☐ Native Hawaiian or Other Pacific Islander
☐ Caucasian
☐ Other

PROGRAM

☐ Adult Basic Education
☐ Adult Corrections
☐ Adult Secondary/HSE
☐ Alternative High School
☐ Family Literacy
☐ Job Corps
☐ Juvenile Corrections
☐ Military
☐ Vocational/Technical
☐ Workplace Literacy
☐ Other

AA

☐ IEP
☐ 504
☐ LEP/ELL

BB

RD **MA** **LA**

LABOR FORCE STATUS

☐ Employed
☐ Unemployed
☐ Not in Labor Force

GENDER

☒ Female
☐ Male
☐ Other

PUBLIC ASSISTANCE STATUS

☐ Yes ☐ No

ESL STATUS

☐ Beginning ESL Literacy
☐ Beginning ESL
☐ Low Intermediate ESL
☐ High Intermediate ESL
☐ Low Advanced ESL
☐ High Advanced ESL

Have you already received a HSE certificate or high school diploma?

HSE CERTIFICATE

☐ Yes ☐ No

HS DIPLOMA

☐ Yes ☐ No

EXAMINER

ORGANIZATION/INSTITUTION

595219-11199010012 1 60111225

Pull the student's ID Number from SiD. Fill it in the ID Number with the correct bubbles.

Fill in the bubbles for the **DATE OF BIRTH**.

Fill out **Gender**.

Language—PRACTICE TEST

DATE OF TESTING		
MONTH	DAY	YEAR
<input type="radio"/> Jan		
<input type="radio"/> Feb		
<input type="radio"/> Mar		
<input type="radio"/> Apr		
<input type="radio"/> May		
<input type="radio"/> Jun		
<input checked="" type="radio"/> Jul		
<input type="radio"/> Aug		
<input type="radio"/> Sep		
<input type="radio"/> Oct		
<input type="radio"/> Nov		
<input type="radio"/> Dec		

IMPORTANT STEP!

Fill out the date for the particular test. This is located inside the answer sheet booklet.

1.	A	B	C	D		
2.	A	B	C	D		
3.	A	B	C	D		
4.	A	B	C	D		
5.	A	B	C	D		
6.	A	B	C	D	E	F

Ready to Scan?

- TABE answer sheets are prepped
 - All information is correct
 - ID number is bubbled
 - DOB is completed
 - DATE OF TESTING is filled properly
- Tear off all edges of scan documents
DRC recommends scanning up to 10 TABE answer books per session!
- Load the scanner
- Log-in to your account for DRC

DATE OF BIRTH <table border="1"> <thead> <tr> <th>MONTH</th> <th>DAY</th> <th>YEAR</th> </tr> </thead> <tbody> <tr><td><input checked="" type="radio"/> Jan</td><td>0</td><td>1</td></tr> <tr><td><input type="radio"/> Feb</td><td>1</td><td>9</td></tr> <tr><td><input type="radio"/> Mar</td><td></td><td>8</td></tr> <tr><td><input type="radio"/> Apr</td><td></td><td>1</td></tr> <tr><td><input type="radio"/> May</td><td></td><td></td></tr> <tr><td><input type="radio"/> Jun</td><td></td><td></td></tr> <tr><td><input type="radio"/> Jul</td><td></td><td></td></tr> <tr><td><input type="radio"/> Aug</td><td></td><td></td></tr> <tr><td><input type="radio"/> Sep</td><td></td><td></td></tr> <tr><td><input type="radio"/> Oct</td><td></td><td></td></tr> <tr><td><input type="radio"/> Nov</td><td></td><td></td></tr> <tr><td><input type="radio"/> Dec</td><td></td><td></td></tr> </tbody> </table>			MONTH	DAY	YEAR	<input checked="" type="radio"/> Jan	0	1	<input type="radio"/> Feb	1	9	<input type="radio"/> Mar		8	<input type="radio"/> Apr		1	<input type="radio"/> May			<input type="radio"/> Jun			<input type="radio"/> Jul			<input type="radio"/> Aug			<input type="radio"/> Sep			<input type="radio"/> Oct			<input type="radio"/> Nov			<input type="radio"/> Dec			ETHNICITY <input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino RACE (select all that apply) <input type="radio"/> Black or African American <input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Asian <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> Caucasian <input type="radio"/> Other	PROGRAM <input type="radio"/> Adult Basic Education <input type="radio"/> Adult Corrections <input type="radio"/> Adult Secondary/HSE <input type="radio"/> Alternative High School <input type="radio"/> Family Literacy <input type="radio"/> Job Corps <input type="radio"/> Juvenile Corrections <input type="radio"/> Military <input type="radio"/> Vocational/Technical <input type="radio"/> Workplace Literacy <input type="radio"/> Other	AA <input type="radio"/> IEP <input type="radio"/> 504 <input type="radio"/> LEP/ELL BB <table border="1"> <thead> <tr> <th>RD</th> <th>MA</th> <th>LA</th> </tr> </thead> <tbody> <tr><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td></tr> </tbody> </table>	RD	MA	LA	1	1	1	2	2	2	3	3	3
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Keep an eye out for the **8-digit code** on the bottom! DRC uses this code to identify if the answer sheets have successfully been scanned or not.

595219-11199010012

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60111225

Logging Into DRC

1. Go to: www.drcdirect.com

2. Enter in your Username – district email

3. Enter in your Password

4. Click on Log In

DRC INSIGHT Portal

This portal is a secure gateway to all of the various testing programs and tools that you have permission to use.

To log in, please enter your email address and password and click Log In.

To access program content, authorized personnel need to login to the secure website with their email address and password. General Information is available under All Applications in the top menu of this page.

Please Log In

Username

Password

[Forgot your username or password?](#)

Log In

Welcome to the DRC INSIGHT Portal

Congratulations, you have successfully logged on.

Several helpful links are just a click away. Please take time to familiarize yourself with the navigation menu under **My Applications** at the top of this screen.

If you are having difficulty navigating through the site, please review the instructions at the top of each page, or contact the TABE customer service team at 1.866.282.2250.

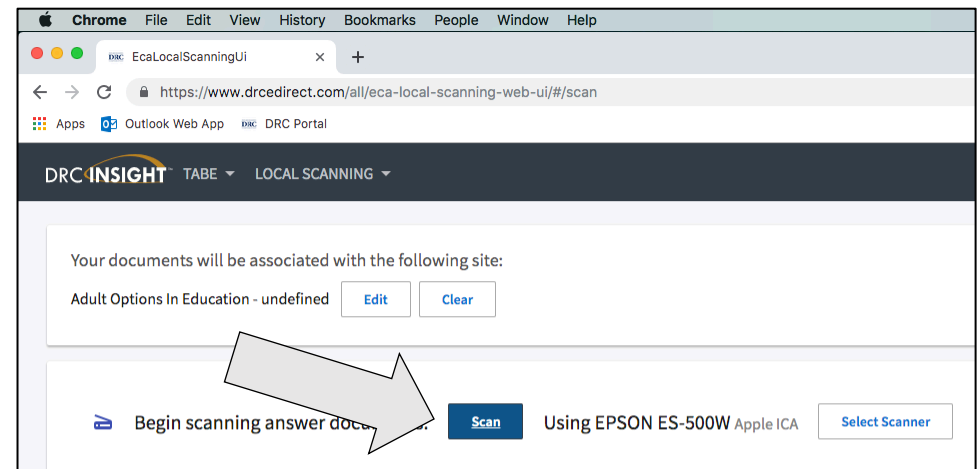
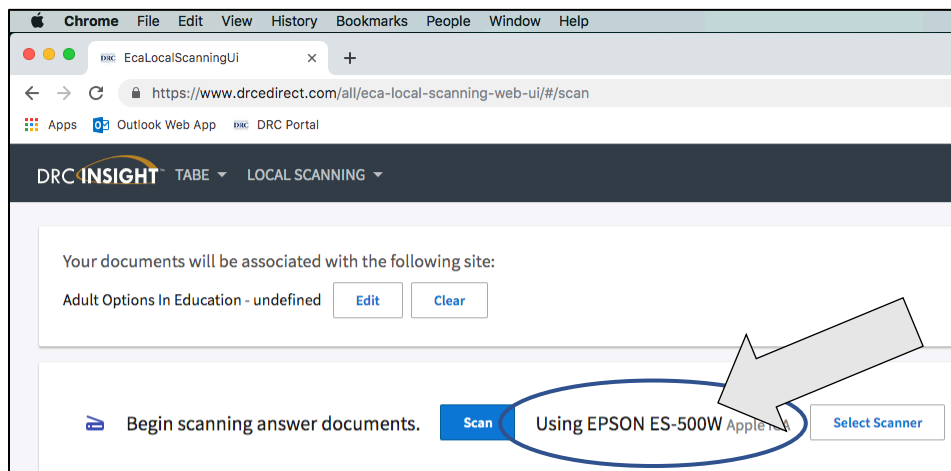
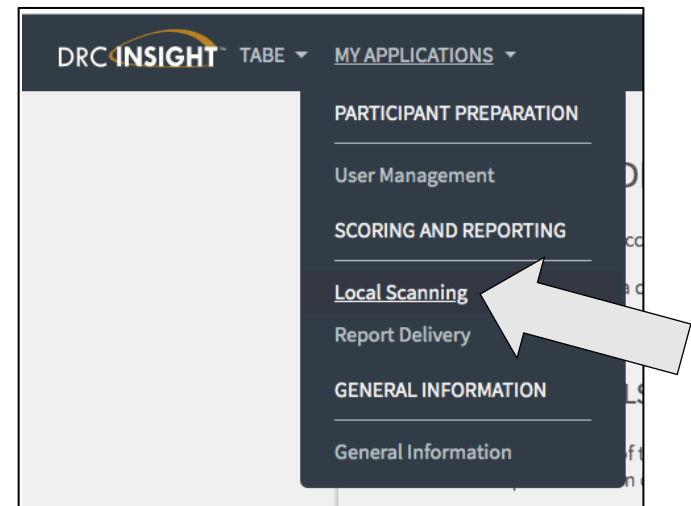
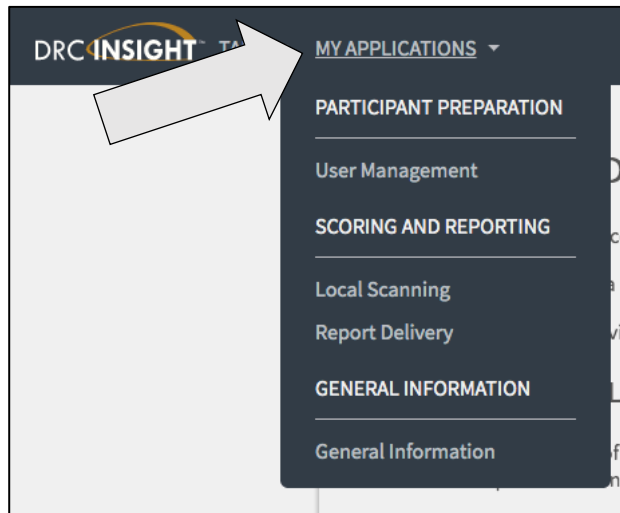
ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME

Publicly accessible versions of the Online Tools Training are available. Please copy the link below into Google Chrome to access these practice opportunities. Note that Google Chrome is the only supported browser for this public version of the Online Tools Training.

WBTE Portal: <https://wbte.drcdirect.com/TABE/portals/tabe>

Your Home Page should look like this!

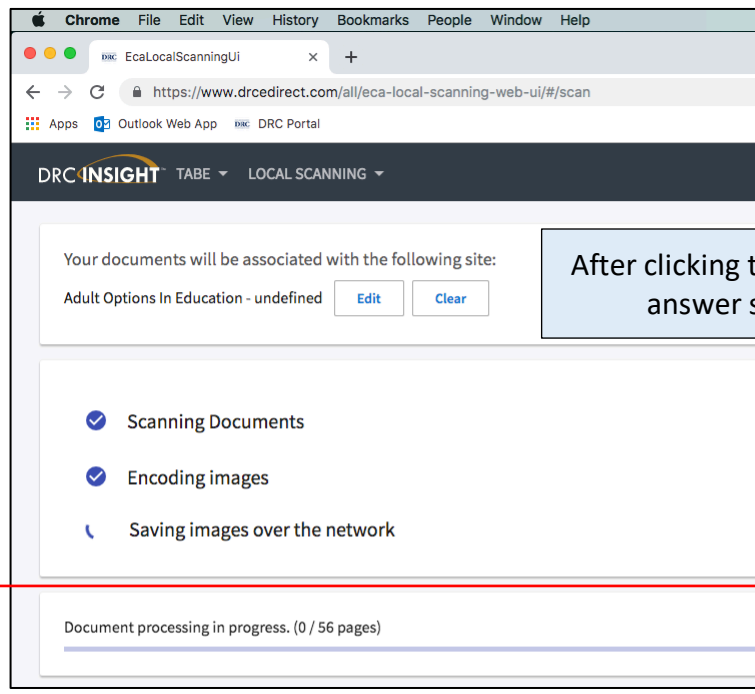
Scanning a TABE Test



Make sure that the scanner is connected and readable. (:

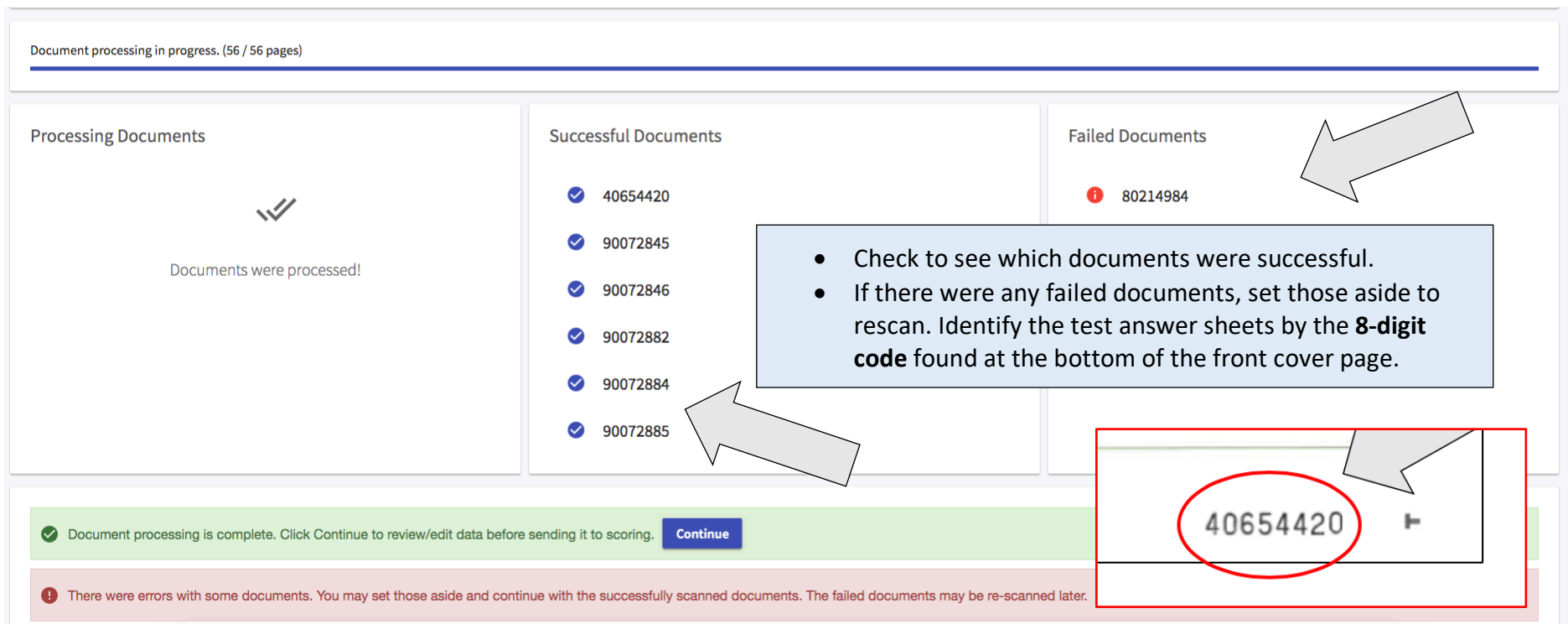
Load your scanner with the TABE answer sheets.

Click on the 'Scan' button to feed the answer sheets.

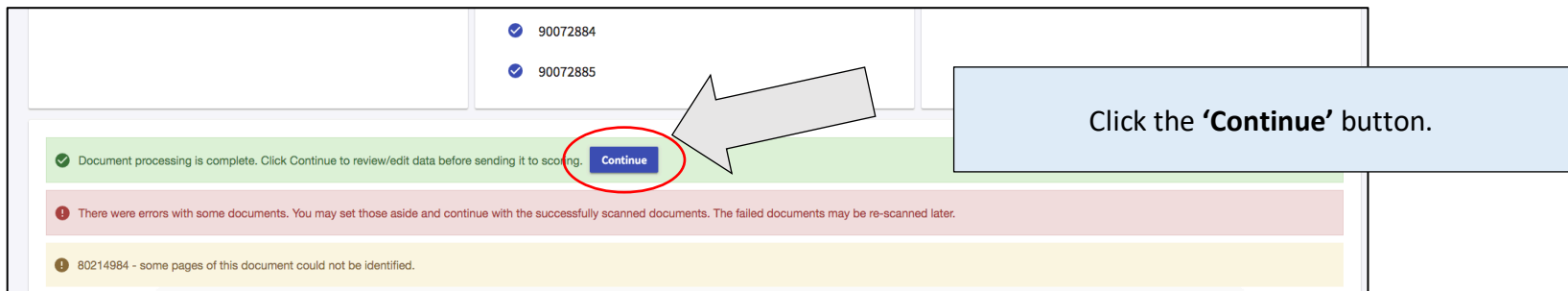


After clicking the 'Scan' button on the DRC website, the TABE answer sheets would be fed through the scanner.

This bar will load to tell you the number of pages that have been scanned.



- Check to see which documents were successful.
- If there were any failed documents, set those aside to rescan. Identify the test answer sheets by the **8-digit code** found at the bottom of the front cover page.



Chrome File Edit View History Bookmarks People Window Help

EcaLocalScanningUi

https://www.drcdirect.com/all/eca-local-scanning-web-ui/#/biographics/abb52059-ea21-4b9b-adad-22510d7ca529

Apps Outlook Web App DRC Portal

DRC INSIGHT TABE LOCAL SCANNING WH

Review & Edit Biographic Data

Please carefully review each book's biographic data to ensure that it has been correctly input by the user. If each booklet is valid you may make a final submission to scoring.

Submit to Scoring

Book ID	Form / Level	Student ID Number	Last Name	First Name	Date of Birth	Gender	RD Date	MA Date	LA Date	
40654420	11D	18023	KALAHASTHI	UDAYASREE	04/09/1989	U	-	-	07/02/2019	
90072845	12M	18026	DE AGUILAR GONCALVE	KIANE	07/20/1991	U	-	-	07/02/2019	
90072846	12M	17661	ABDI	SIHAM	12/20/1984	U	-	07/02/2019	-	
90072882	12M	4867	ABSHIR	AYAN	01/01/1986	U	-	07/02/2019	-	
90072884	12M	18037	BOCCO	COMLANVI	02/11/1986	U	-	07/02/2019	-	
			ISSAK	XAFSA	07/19/1994	U	-	07/02/2019	-	

This is a great page to check the following!

- Form/Level
- Student ID Number
- Spelling of Name
- Test Format & Date

Click on the **pen icon** to edit
Otherwise, click on **'Submit to Scoring'**

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DRC CORPORATION

ALERTS indicate that biographical information is *missing* or that there are *blank answers*. Double-check what the alert states with the booklet of answer sheets.

Please carefully review each document's biographic data to

Search

☐ Document ID

☐ 40654052

☐ 90072891

Alerts > Document ID: 90072891

Review & Edit

Student Name: GONUL, YILDIRIM

Form/Level: 12M

Edit Biographical Alert Review

In this example, the number of the missing question(s) is stated below. The typical alert would just be 'blank'. After checking, **Clear All Alerts** and you will notice that it is then shifted to the **red** submit button.

Rescan Clear All Alerts

Page	Question	Alert Type
005	Math Part 1 Q16B	Blank
006	Math Part 2 Q39B	Blank

Scanned Image

Scan **Submit 4** Alerts 0

Please carefully review each document's biographic data to

Search

Check to see that you are ready to submit with the appropriate Document IDs.

<input type="checkbox"/>	Document ID	Form / Level
<input type="checkbox"/>	40654051	11D
<input type="checkbox"/>	80230180	11M
<input type="checkbox"/>	90072891	12M
<input type="checkbox"/>	40654052	11D

Scan **Submit 4** Alerts 0

Please carefully review each document's biographic data to

Search

Check the box. Submit to Scoring on the top-right hand corner.

<input checked="" type="checkbox"/>	Document ID	Form / Level
<input checked="" type="checkbox"/>	40654051	11D
<input checked="" type="checkbox"/>	80230180	11M
<input checked="" type="checkbox"/>	90072891	12M
<input checked="" type="checkbox"/>	40654052	11D

Submit To Scoring


EcaLocalScanningUI x +
https://www.drcdirect.com/all/eca-local-scanning-web-ui/#/scan
Apps Outlook Web App DRC Portal

DRC INSIGHT TABE LOCAL SCANNING

- ✓ Scanning Documents
- ✓ Encoding images
- ✓ Saving images over the network
- 📄 Do you have more to scan? [Scan More](#)

Document processing in progress. (8 / 8 pages)

Processing Documents



Documents were processed!

Successful Documents

- ✓ 80214984


Finalizing documents; almost done.

- Rescan the failed document alone.
- Follow the same procedure to resubmit the answer sheets!

Thumbs up! Success! Wahoo!

Document processing in progress. (8 / 8 pages)

Processing Documents




Documents were processed!

Successful Documents

- ✓ 80214984

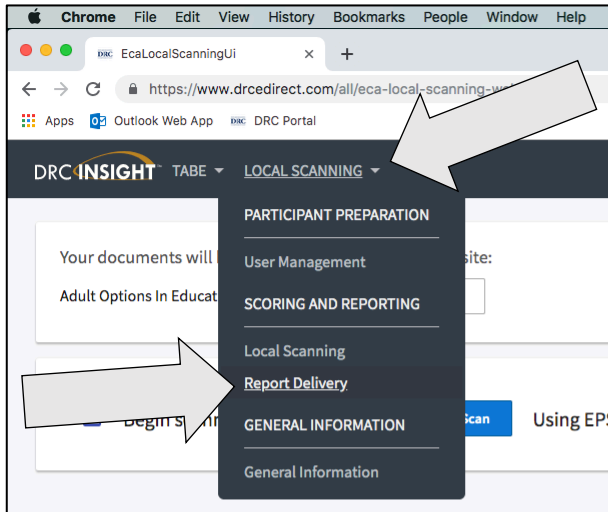
Failed Documents



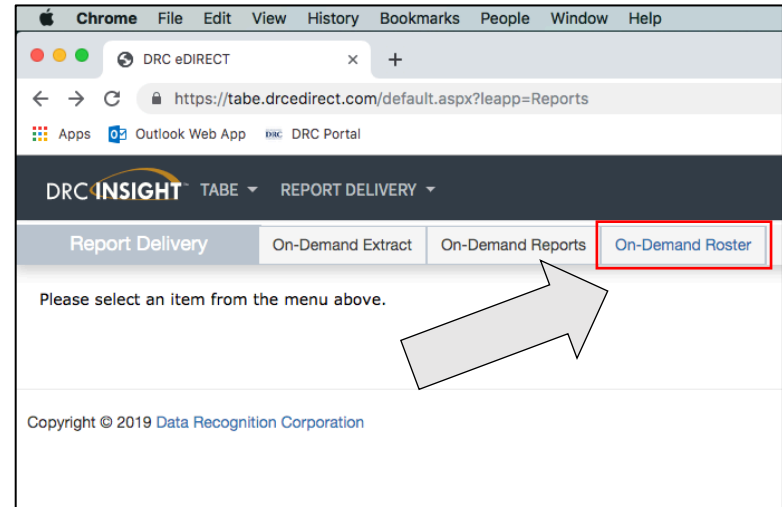
Documents were successful!

✓ Document processing is complete. Click Continue to review/edit data before sending it to scoring. [Continue](#)

Generating the On-Demand Roster



Under the **LOCAL SCANNING** dropdown menu, click on **Report Delivery**.



Your screen should look like this! Click the **On-Demand Roster** tab.

On-Demand Roster

Site Selection

Search for your site by name or code and select to view test sessions

Test Sessions for Adult Options In Education

Type in here.

	Session Name	Test	Mode	District	School	Begin Date	End Date
<input type="checkbox"/>	LS 2019/04/23 MN23369-MN20001 TABE11/TABE11	TABE 11	Paper	ADULT OPTIONS IN EDUCATION	ADULT OPTIONS IN EDUCATION	2019-04-23	2019-04-24
<input type="checkbox"/>	LS 2019/06/13 MN23369-MN20001 TABE11/TABE11	TABE 11	Paper	ADULT OPTIONS IN EDUCATION	ADULT OPTIONS IN EDUCATION	2019-06-13	2019-06-14
<input type="checkbox"/>	LS 2019/04/17 MN23369-MN20001 TABE11/TABE11	TABE 11	Paper	ADULT OPTIONS IN EDUCATION	ADULT OPTIONS IN EDUCATION	2019-04-17	2019-04-18
<input checked="" type="checkbox"/>	LS 2019/06/11 MN23369-MN20001 TABE11/TABE11	TABE 11	Paper	ADULT OPTIONS IN EDUCATION	ADULT OPTIONS IN EDUCATION	2019-06-11	2019-06-12

Show Group Roster

Refresh

Filter out the **Session Name**.
Note: Using the date is helpful.
YEAR/MONTH/DAY

Click 'Show Group Roster'.

DRC INSIGHT
TABE
REPORT DELIVERY
WH

Report Delivery
On-Demand Reports
On-Demand Roster
On-Demand Extract

On-Demand Roster

Group Roster Report

Report Criteria

District	ADULT OPTIONS IN EDUCATION – MN23369	Test Name	TABE 11
School	ADULT OPTIONS IN EDUCATION – MN20001	Mode	Paper
Test Session	LS 2019/06/11 MN23369-MN20001 TABE11/TABE11	Sub Tests	
Testing Window	6/11/19 – 6/12/19	Report Date	6/24/19, 8:37 AM

Student Scores

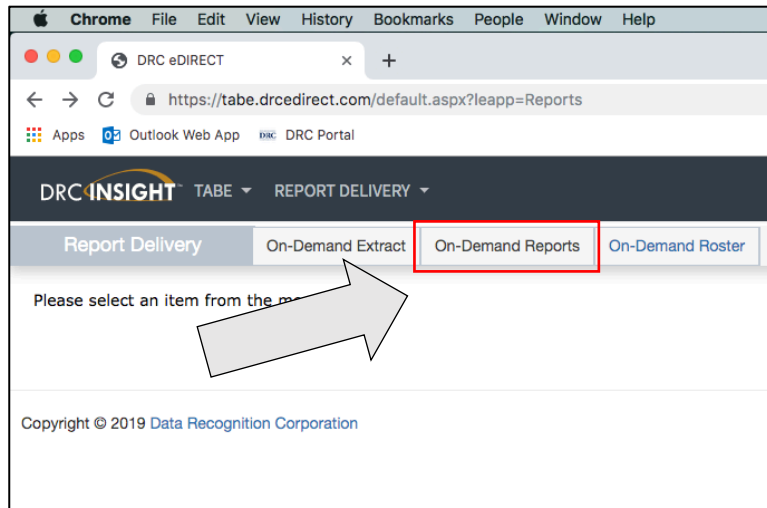
Enter filter criteria here

Student	Date	Level	Scale Score	NRS Level
Name: Fahy, Ryan DOB: 1989-04-22 ID: 18303	6/11/19	D	543	4
Test Mathematics				
Name: Don, Hinda DOB: 1989-04-22 ID: 17845	6/11/19	E	493	2
Test Language				

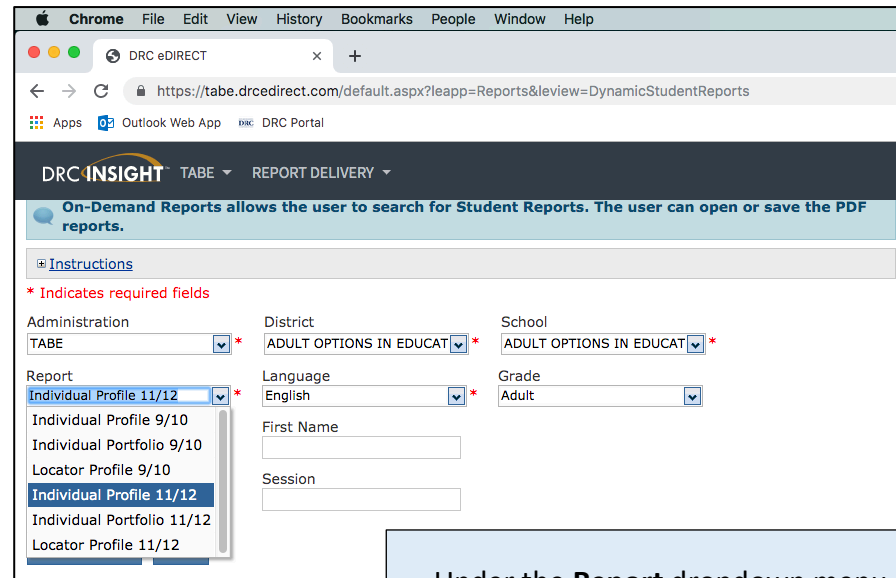
Important Note:
This date reflects **when** the documents were **SCANNED**. NOT necessarily the **test date**.

Record the **score** from here. Write on the front of the answer sheet with the **test date**. Include + or – sign with the **score** if applicable. More than likely, this would indicate an invalid score.

Printing out the Diagnostic Report





















Click the **On-Demand Reports** tab.



Under the **Report** dropdown menu, click on **Individual Profile 11/12**.

The screenshot shows the 'Find Students' form and a table of students. The 'Find Students' form has a red box around the 'Last Name' and 'First Name' fields. The table of students has a red box around the 'Open Selected' button. The table columns are: Select, Last Name, First Name, State StudentID, Date Of Birth, Grade, and Action. The table contains 12 rows of student data.

Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
<input type="checkbox"/>	ABDI	MADINA	2362	01/01/1986	AD	 
<input type="checkbox"/>	ABDI	NASRA	15824	10/05/1992	AD	 
<input type="checkbox"/>	ABDULLE	SAFIA	10914	02/02/1970	AD	 
<input checked="" type="checkbox"/>	ABOUHAMOA	WAHIBA	9680	04/07/1982	AD	 
<input type="checkbox"/>	ADAM	KHADJO	13531	02/05/1973	AD	 
<input type="checkbox"/>	AHMED	HASSAN	15979	05/08/1981	AD	 
<input type="checkbox"/>	AHMEDNUR	BARLIN	6311	01/01/1985	AD	 
<input type="checkbox"/>	ALHABAHBEH	AMAL	5431	06/15/1977	AD	 
<input type="checkbox"/>	ALI	SHAMSA	3536	05/05/1974	AD	 

You also have the option to filter by the name of the student! **Select** the student and click on **Open Selected**.



Individual Profile: ABOUHAMO, WAHIBA

Report Criteria			
ID:	9680	State:	
Test Name:	TABE 11 ALL	District:	ADULT OPTIONS IN EDUCATION
Report:	ALL	School:	ADULT OPTIONS IN EDUCATION
Report Date:	06-24-2019		

Test Results	Test Date	Level	Number of Points		Items Attempted	Scale Score	SEM	NRS Level
			Total	Obtained				
Reading								
Mathematics								
Language	05/23/2019	M	39	11	21	460-	15	2

--- Subtest Not Taken

If a student scores more than one NRS level above the targeted level, then a (+) sign will appear next to the scale score and their score will be set to the highest possible scale score, which is one above the targeted level. In this case, students may want to test with a higher TABE test in order to better assess their ability.

Scale scores with a minus (-) sign next to them are indicators that the student performed at the lower end of the performance range of that level of TABE and the student will likely need to have extended instruction to be ready to demonstrate an NRS Gain on a post test.

Performance on Domains	Number of Items	Number of Points		Performance Category		
		Total	Obtained	Non-Proficiency	Partial Proficiency	Proficiency
Reading						
Mathematics						
Language						
Conventions of Standard English	18	21	4	✓		
Vocabulary Acquisition and Use	5	5	2	✓		
Text Types and Purposes	10	11	4	✓		

Some levels may have too few items within the domain to show proficiency therefore only domains with sufficient items are reported above.

- The student diagnostic usually has a minimum of three pages.
- This contains the **Test Date** and the **Report Date**.
 - Notice that this example that has two completely different dates.
- It can take up to 30 minutes for a **full** diagnostic report to be generated after scanning time.
- Print out **all** of the student diagnostic report if it is a PRETEST and paperclip with the TABE answer sheets.
- Return both to the teacher.