

Directions for Administering TABE 11/12 Math

Please read the following directions in preparation for testing

BEFORE TESTING

Pre-fill the ID number for each examinee on their answer document – noted on Communication Log (generated in SiD)

TEST INSTRUCTIONS

1. Allow adequate space between students to prevent sharing of answers
2. Eliminate distractions; request students turn off their cell phones
3. Check to be sure each examinee has a #2 pencil with an eraser
4. Distribute the appropriate answer document to each student

SAY: You will complete some of the examinee-identifying information on the front cover of your answer document before you begin the Math test. Do not make any marks on the answer document except the ones I tell you to make.

Look at the front of your answer document. Find the spot that has a place for your name. (Pause)

SAY: Print your name in the spaces provided. Print your LAST NAME, FIRST NAME, and MIDDLE INITIAL. If there are not enough spaces for each part of your name, print only as many letters as there are spaces.

Fill in the appropriate circle below each letter. (Pause)

SAY: DATE OF BIRTH: Fill in the appropriate circle for the month in which you were born. Then print the day and the four-digit year in which you were born. Fill in the appropriate circles in each column for DAY and YEAR of birth. If the day of birth is a single digit, fill in the zero circle in the left-hand column under DAY and then fill in the digit circle in the right-hand column. (Pause)

SAY: GENDER: Fill in the circle next to your gender. (Pause)

SAY: Now find the Math section of your answer document and fill in the information for today's date.

Check to be sure that all examinees are in the correct place in their answer documents.

5. Distribute appropriate test books.
6. In addition, provide each examinee with scratch paper and the following items for the Mathematics exam:
 - Level E: ruler
 - Level M: Math part 1 – protractor; Math part 2 – basic 4-function calculator
 - Level D: Math part 2 – scientific calculator
 - Level A: Math part 2 – scientific calculator

Check to be sure that each examinee has a test book, answer document, scratch paper, ruler or protractor (if E or M exam) and No. 2 pencil with an eraser.

GIVING THE TEST

SAY: Open your test book to the following page:

11E – Page 35

11M – Page 49

11D – Page 47

11A – Page 51

12E – Page 38

12M – Page 49

12D – Page 46

12A – Page 56

SAY: Now we will do Part 1 of the Mathematics test. Remember to read all the directions and information carefully. Mark answers ONLY in the spaces provided on your answer document. Pencil marks in the margins will delay processing of the test materials. When you see the word GO and the bottom of the page, go right on to the next page. When you come to the word STOP, you have finished Part 1 of the Mathematics test. You may check your answers in Part 1 only. Then sit quietly until the other examinees have finished.

Note: Examinees may not use a calculator to solve problems in Part 1 of the Mathematics test.

SAY: You may not use a calculator for Part 1 of the Mathematics test.

Find Number 1 in your test book and Number 1 of Mathematics – Part 1 in your answer document.

Are there any questions?

When you are sure that all examinees understand the directions, continue.

SAY: You will have the following time to do Part 1 of the Mathematics test:

Level E: 65 min

Level M: 55 min

Level D: 35 min

Level A: 30 min

You may begin.

Record the starting and stopping time.

During the test, check to be sure that examinees are in the right part of the test book and answer document and are filling in circles correctly.

At the appropriate stopping time, individually address each student

SAY: Stop. This is the end of Part 1 of the Mathematics test. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want.

Collect ruler or protractor (if E or M exam).

Provide a basic 4-function calculator or scientific calculator (if M, D or A exam).

Resume testing when you are sure the examinee is ready to go on.

Check to be sure each examinee has a test book, answer document, scratch paper, a basic 4-function calculator or scientific calculator (if M, D or A exam) and a No. 2 pencil with an eraser.

Individually address each student

SAY: Open your test book to the following page:

11M – Page 63

11D – Page 58

11A – Page 64

12M – Page 68

12D – Page 58

12A – Page 66

SAY: Now we will do Part 2 of the Mathematics test. When you come to the word STOP, you have finished Part 2 of the Mathematics test. You may check your answers in Part 2 only. Then sit quietly until the other examinees have finished.

Be sure that each examinee has a working calculator.

SAY: You may use a calculator for Part 2 only.

Are there any questions?

When you are sure that the examinee understands the directions, continue.

SAY: Now find Mathematics – Part 2 in your answer document. You will have the following time to do Part 2 of the Mathematics test:

Level M: 10 min

Level D: 30 min

Level A: 35 min

You may begin.

Record the starting and stopping time.

During the test, check to be sure that examinees are in the right part of the test book and answer document and are filling in circles correctly.

At the appropriate stopping time, individually address each student

SAY: Stop. This is the end of the Mathematics test. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want.

Please close your test books. Do not put your answer documents in your test books.

Collect all test materials. Discard scratch paper.