

# Directions for Administering TABE 11/12 Language

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 Language 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 Language 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.

*Check to be sure that each examinee has a test book, answer document, and No. 2 pencil with an eraser.*

## GIVING THE TEST

**SAY: Open your test book to the following page:**

11E – Page 57

11M – Page 67

11D – Page 70

11A – Page 80

12E – Page 58

12M – Page 72

12D – Page 73

12A – Page 81

**SAY:** Now we will do the Language 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** after Number 40, you have finished the Language test. You may check your answers in this section only. Then sit quietly until the other examinees have finished.

**Are there any questions?**

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

**SAY:** Find Number 1 in your test book and answer document. You will have 55 minutes to do the Language test. Make sure you are in the correct place in your answer document. 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 stopping time,*

**SAY:** Stop. This is the end of the Language 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.*