



WORKFORCE IMPLEMENTATION GUIDANCE (WIG) LETTER

DATE: May 3, 2021
NO: PS-18-003R
TO: LOCAL WORKFORCE SYSTEM STAKEHOLDERS
FROM: Kristin Laarhoven, OWD Executive Director
SUBJECT: **TABE 11 & 12 IMPLEMENTATION & UTILIZATION UPDATE**

- 1. Purpose.** To provide additional TABE guidance on the following two areas: (A) the transition from TABE 9 & 10 to TABE 11 & 12 for WIOA participants and (B) the virtual utilization of TABE.
- 2. References.**
[TCSG Adult Learner Assessment Policies and Procedure Manual](#)
DRC TABE Examiner Instructions for Remote Testing (attached)
- 3. Definitions.**
WIOA – Workforce Innovation and Opportunity Act
LWDA – Local Workforce Development Area
TCSG – Technical College System of Georgia
OWD – Office of Workforce Development
TABE – Tests of Adult Basic Education
DRC – Data Recognition Corporation
NRS – National Reporting System for Adult Education
DOE – U.S. Department of Education
EFL – Educational Functioning Levels
OAE – Office of Adult Education
- 4. Background.** The National Reporting System for Adult Education (NRS) is the accountability system for the federally funded adult education program. The NRS was developed by the U.S. Department of Education’s (DOE) Division of Adult Education and Literacy (DAEL), and continues to be a cooperative process through which State adult education directors and DAEL manage a reporting system that demonstrates learner outcomes for adult education.
- 5. TABE 11 & 12 Implementation.** Adult Education is mandated by the DOE and the NRS to use valid and reliable assessments to report students’ completion of EFL. The DOE and NRS have mandated the transition from TABE 9 & 10 to TABE 11 & 12, effective April 1, 2019. After the initial implementation period for TABE 11 & 12, it was determined



additional guidance for the final transition should be provided by OWD to clarify the requirements regarding the use of the TABE test for WIOA participants. That guidance was provided in a previous version of this WIG (PS-18-003R), which has been replaced by this guidance.

6. **Virtual TABE Utilization.** The changes produced by COVID-19 created the need to utilize a testing method that could allow all WIOA participants to complete the TABE test in a secure and socially distant manner. Expanding the utilization of virtual TABE testing met these new safety requirements. This guidance provides general guidelines for the administration of the virtual TABE test.

To conduct TABE 11&12 Locator Online and TABE 11&12 Online (full assessment) virtual testing, LWDAAs must:

- Be trained and familiar with using TABE Online (see the attachment section of this WIG for training resources);
- Use a supported web conferencing platform and be familiar with the use of that platform. Possible options are: Zoom, WebEx, Google Meet, Microsoft Teams, Skype, Go To-Meeting and Blackboard Collaborate (periodically review the DRC website for updates on acceptable Web platforms);
 - Computer audio and webcam capabilities are required for both Test Administrators and WIOA participants
- Online test proctoring is required for all virtual TABE participants. Limit online proctoring to five participants per online proctor (web conferencing session); and,
- Secure all tests and test material.

Remote TABE Testing Requirements:

For LWDA Administrators-

- Must have a DRC INSIGHT Portal account
 - The portal account is created through a cooperative process between the Office of Adult Education and OWD (see the attachment section of this WIG for additional resources on how to create the INSIGHT portal account).
 - Submit all TABE implementation inquiries to “TABE Implementation Help Desk” at WIOATABE@TCSG.EDU.

For WIOA Participants-

- A computer (desktop or laptop), or a device such as a Chromebook;
- Webcam;
- Microphone;
- Speakers or headphones;
- Cell phones cannot be used for remote testing;
- iPads cannot be used for remote testing.



7. Action Requested.

- (A) Transition from TABE 9&10 to TABE 11&12- The use of TABE 11&12 is mandatory for all WIOA participants effective July 1, 2021. TABE 9&10 is no longer accepted by the NRS, nor is it available virtually, making it necessary for all WIOA participants to be tested on TABE 11&12.
- (B) Virtual TABE Utilization- Effective immediately, LWDA's must incorporate the suggested virtual TABE guidelines into their virtual TABE policies and/or procedures.

8. Inquiries. Inquiries regarding this guidance should be directed to the designated programmatic technical assistance representative.

9. Attachment.

Attachment 1: TCSG Adult Education TABE 11&12 Important Dates and Information

Attachment 2: TABE Examiner Instructions for Remote Testing

Attachment 3: TABE 11&12 Comprehensive Training

Attachment 4 & 5: TABE Webinars

- DRC Portal - TABE-20201105 1431-1
<https://tcsge.webex.com/tcsge/jdr.php?RCID=56d95d8dc58b4af78c7578a74d5eb102>
- TABE Presentation-
<https://www.youtube.com/watch?v=qKpHI4wPlkU&t>

10. Expiration. Continuing.

Originally released June 2019 & previously revised April 2020

11. Authorization.