

## **TABE 11/12 Automatic Import Guidance**

*Last Updated: June 12, 2023*

Beginning July 1, 2023, all TABE 11/12 scores administered through the Data Recognition Corporation (DRC) system will automatically import into the Georgia Adult Learners Information System (GALIS). GALIS will utilize the student's full first name, full last name, and date of birth to match against student records in DRC and import scores. Scores that do not import due to matching errors or other edit checks will display an error message and remain in an error table. Staff will use the error table in GALIS to correct data as needed.

Only TABE 11/12 scores will automatically import into GALIS. All other NRS-approved assessments will still follow standard data entry policies and procedures for assessments.

### DRC Data Entry Standards

- Student information in DRC must match the student's information in GALIS, which reflects the student's official registration form. The student's first name, last name, and date of birth must match what is entered in GALIS.
- If test scores do not import due to matching errors based on first name, last name, and date of birth, program staff must correct the student information in the DRC system to facilitate future matches. In order to import the score with the matching error, program staff with SDA Admin privileges in GALIS can update the record in the DRC Import Table. This will enable the score to import, but will not impact any other aspects of the student's record in GALIS or DRC. Staff must update the student information in the DRC system to avoid future matching errors.
- The Office of Adult Education will monitor the volume of matching errors due to incorrect first name, last name, and/or date of birth in the DRC system and place programs with a continuous high volume of errors on a corrective action plan.

## TABE 11/12 Automatic Import Frequently Asked Questions

**1. Will the automatic TABE 11/12 import include all tests—online and paper?**

Yes, online and paper tests in the DRC system will automatically import to GALIS beginning July 1, 2023 if they have a test administration date of July 1, 2023 or later.

**2. Will I still be able to enter manual scores in GALIS?**

Yes, if there are instances where a program receives test scores from another Adult Education program or a partner organization, those can still be entered manually into GALIS according to the same data entry policies and procedures for test scores. As a reminder, programs must obtain the assessment records from the Adult Education program or partner organization in order to enter the score into GALIS.

**3. What happens if there is an issue with a test record, such as an emergency that disrupts a test session or an incorrectly administered test?**

Test records that meet matching requirements will be automatically imported into GALIS. If a test needs to be excluded, programs should follow the same exclusion process for GALIS test records.

**4. What happens to TABE 11/12 scores for students who are not in GALIS during intake and orientation?**

All students who begin the registration process for Adult Education must be entered into GALIS. Programs should use the GALIS registration tables to pull over student registration information in a timely manner. In doing that, all TABE 11/12 scores for Adult Education students will have a corresponding record in GALIS. Keep in mind, GALIS should be a reflection of actual student activity. If the student completes the registration form, attends orientation, or takes a pre-test, those activities and hours must be recorded in GALIS, even if they don't add up to an expected number of hours. Programs that withhold student data or test scores from GALIS are in violation of policy.

As a reminder, contact hours must be entered according to the data entry deadlines established in the Policies & Procedures Manual (contact hours within 5 business days; assessments within 10 business days). Although intake hours can be recorded on the date of the pre-test, a student record must be created as soon as the student begins the registration process.

**5. Will out of range scores be imported into GALIS?**

If a score is out of range, it will display in the error table with an error message indicating the score is out of range. The score will not be imported as a test score for the student.

**6. If we have to exclude a TABE 11/12 score and the student has already taken a replacement test, will the replacement test automatically import to GALIS?**

All TABE 11/12 tests from DRC will import to GALIS as long as matching requirements are met. The replacement test should automatically import after the incorrect test is excluded.

**7. What happens if a TABE 11/12 post-test was administered before the minimum instructional hour requirement (30 or 40 hours depending on level)?**

GALIS will still utilize the same requirements and edit checks for minimum instructional hour requirements before post-testing. If the requirements are not met when a TABE 11/12 score is imported, the score will display in the error table with an error message.

**8. How will TABE 11/12 scores administered to WorkSource participants, who may not be Adult Education students, be treated?**

TABE 11/12 scores that import to GALIS, but do not have a match will display in an error table. If there is no GALIS record for the student, the test will remain in the error table.

**9. What if the test date stored in the DRC system is incorrect?**

If a test is not closed out or submitted properly, the DRC system will automatically close that test the following day. As a result, the test date associated with the test record may not match the sign-in sheet for the test session. To keep this from occurring, programs should ensure that all test administrators are properly trained on how to submit and close out test sessions. Programs will need to add a conference note in GALIS indicating why the test date does not match. In order to prevent the student from appearing on the Assessments without Attendance (AEL7013) report, if the student does not have any other attendance recorded on the DRC test date, programs should record at least 0.25 hours from the overall testing time on the recorded DRC test date, even if the other part of the testing time is recorded on the actual test date. If the student has other attendance already recorded on the DRC test date, programs can proceed with recording the testing time on the actual test date.

**10. When will TABE CLAS-E scores automatically import into GALIS?**

Upon successful implementation of the TABE 11/12 automatic import, TCSG will begin working on the automatic import of TABE CLAS-E scores. TCSG will have a better sense of timeline after troubleshooting for the TABE 11/12 automatic import is complete.

**11. What if students are entered in DRC using their last name and first initial?**

The match with GALIS relies on full first name, full last name, and date of birth. If students are listed in DRC with only their last name and first initial, programs will need to make corrections in DRC in order for students to match.

**12. How do we handle students in DRC who have multiple records with slightly different birth dates or names?**

The match with GALIS relies on full first name, full last name, and date of birth. Staff will need to ensure student information in DRC matches the student information in GALIS exactly in order for students to match. OAE recommends updating the record associated

with the student's current tests with information that matches GALIS to ensure their test records import into GALIS. Programs may also contact DRC's Support Team at 866-282-2250 to start a merge process.

**13. Will GALIS still roll test scores from years back after the implementation of the DRC import?**

This was a temporary change to support the FY23 TABE CLAS-E changes in GALIS. The traditional GALIS rollover process will be reinstated with FY24 GALIS. Test scores that are still within the 270-day validity window at the time of rollover will roll over. Since TABE 11/12 test scores will automatically import into GALIS beginning July 1, 2023, OAE recommends programs wait until the student's last test in FY23 has been entered in GALIS before rolling them into FY24.

**14. How will we enter attendance hours for students in FY24 who have a pre-test from FY23?**

All hours generated in FY23 should be recorded in FY23 GALIS. If a student is rolled over with a pre-test from FY23, the attendance for that pre-test should already be recorded in FY23 GALIS.

**15. Will the TABE 11/12 automatic import be able to distinguish between a pre-test and a post-test?**

If there is no pre-test in GALIS for a subject in the current fiscal year, when the score is imported, GALIS will assign it as a pre-test. If there is already a pre-test in GALIS for a subject in the current fiscal year, when the score is imported, GALIS will assign it as a post-test.

**16. Will the 14-day testing window in GALIS still be in place?**

Yes, it will function the same as today. Once a post-test is entered into GALIS, the system will allow 14 days to enter additional post-tests for other subjects.

**17. What if a student takes one part of a TABE 11/12 subject test on one day, and finishes the test on a second day?**

DRC will not register a test as complete until all parts are completed. Once a test is complete, it will be included in the automatic import from DRC to GALIS.