

# **Frequently Asked Questions about TABE**

## **Tests of Adult Basic Education**

***CTB/McGraw-Hill***



*A Division of The McGraw-Hill Companies*

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Monterey, California 93940*

## **GENERAL QUESTIONS ABOUT TABE**

### **What is TABE and what does it include?**

TABE stands for **Tests of Adult Basic Education**. It is designed to assess reading, mathematics, language, and spelling skills. It also includes a version in Spanish and Independent tests that assess basic skills in work-related contexts. TABE is available in paper-and-pencil and computer-based formats.

### **What educational levels does TABE cover?**

#### FORMS 7/8

Level L Grade 0.0-1.9

Level E Grade 1.6-3.9

Level M Grade 3.6-6.9

Level D Grade 6.6-8.9

Level A Grade 8.6-12.9

#### FORMS 5/6

Level E Grade 2.6-4.9

Level M Grade 4.6-6.9

Level D Grade 6.6-8.9

Level A Grade 8.6-12.9

The TABE levels represent the range of content difficulty typically found in educational programs at the grades indicated. Examinees may score above or below the range for a given level, depending on their mastery of the skills covered in that level.

### **What subject areas does TABE assess?**

TABE 7/8 measures the following five content areas:

- Reading
- Mathematics Computation
- Applied Mathematics
- Language
- Spelling (optional)

Each content area has subordinate objectives and sub-skills. Mathematics Computation and Applied Mathematics when combined yield a Total Mathematics score.

TABE 5/6 measures the following seven content areas:

- Reading Vocabulary
- Reading Comprehension
- Mathematics Computation
- Mathematics Concepts and Applications
- Language Expression
- Language Mechanics
- Spelling (optional)

Each content area has subordinate objectives and sub-skills. Reading Vocabulary and Reading Comprehension when combined yield a Total Reading score. Mathematics Computation and Mathematics Concepts and Application when combined yield a Total Mathematics score. Language Expression and Language Mechanics when combined yield a Total Language score.

### **How valid and reliable are the TABE tests?**

Validity refers to how well a test measures what it is designed to measure. When creating TABE, the CTB/McGraw-Hill developers conducted a comprehensive review of adult curricula and met with experts to determine common educational goals, plus the knowledge and skills emphasized in these curricula. TABE items were then designed to measure this instructional content. TABE has been statistically

correlated to the GED tests, and its content has been mapped to the NALS literacy categories and the SCANS competencies.

Reliability refers to the consistency of test results. A reliable test produces scores that are similar when the test is administered repeatedly under the same conditions, i.e. standardization conditions.

The **TABE Survey** yields a reliable estimate of an individual's overall achievement. CTB recommends the **TABE Complete Battery** be used when accurate scores for individual sub-tests (subject areas) are required, or when it is necessary to demonstrate that an individual has mastered specific objectives.

Data related to the standardization, norming, and reliability of TABE can be found in the **TABE Technical Report**.

**Have there been any reviews of TABE?**

Yes, TABE 7/8 is reviewed in **The Thirteenth Mental Measurements Yearbook**, edited by James C. Impara and Barbara S. Plake, published in Lincoln, Nebraska, 1998, by The Buros Institute of Mental Measurements.

**What was done to reduce bias in TABE?**

A test is biased if it systematically measures differently for different ethnic, cultural, regional, or gender groups.

TABE was produced under the same rigorous bias-reduction guidelines CTB applies to all its tests. These guidelines include extensive review by in-house staff as well as reviews by outside ethnic- and gender-bias reviewers. In addition, CTB uses statistical procedures to identify items that function differently for different groups. Both reviewers' comments and statistical data are used in the item-selection process to eliminate biased test items.

**What's the difference between the Complete Battery and the Survey?**

The **Survey** edition is a shortened form of TABE that was composed from a subset of the items found in the **Complete Battery**. Administering the **Survey** takes about half the time of the **Complete Battery**. Both the **Survey** and the **Complete Battery** measure the same content areas, but the **Survey** has fewer questions. Because the **Survey** is shorter, it does not provide the breadth of coverage for each objective that is found in the **Complete Battery**. Both editions are on the same normative scale and therefore may be used in pre-test/post-test situations, e.g., pre-test with **Complete Battery**, Form 7 and post-test with **Survey**, Form 8.

**When should I use the Complete Battery, and when should I use the Survey?**

Use the **Complete Battery** when making high-stakes decisions (such as acceptance into an academic program), when you have three hours to administer a test, when you need detailed objective mastery information, or when test results are likely to be challenged. Use the **Survey** if testing time is short, if you are screening for program entry/exit, or using a pre-test/post-test model where the **Survey** would be your post-test. In other words, use the **Survey** when decisions are low-stakes, broad-brush information is sufficient, and test results are unlikely to be challenged.

**How many different TABE tests are available?**

There are six different groups of TABE tests:

**TABE Complete Battery** is a comprehensive assessment of adult basic skills in Reading, Mathematics, Language, and Spelling. TABE 7/8 has five levels and two forms and spans a range of difficulty from pre-literacy through Grade 12. TABE 5/6 has four levels and two forms and spans a range of difficulty from Grade 2.6 through Grade 12.

**TABE Survey** is a shortened version that is composed of items from the **Complete Battery**.

**TABE Español** is a Spanish version of TABE 7. It has one form and two levels--E and M

**TABE Work-Related Foundation Skills** measures basic skills in an applied manner, as recommended by the Carl Perkins Vocational Education Act and SCANS (Secretary's Commission on Achieving Necessary Skills). There are four forms--Health, Business/Office, Trade/Technical, and General. These tests are unique because the questions are written in the context of each occupational area. There is one level for each form, corresponding in difficulty to TABE 7, Level D.

**TABE Work-Related Problem-Solving** measures the ability to solve problems in job-related contexts. The questions are open-ended, requiring the student to write in responses. This test must be hand-scored, and scores transposed to an answer sheet for electronic scoring. There is one level and two forms of this test.

**TABE-PC** is the TABE computer-administered system in which all questions from the Locator Tests through all levels and forms of TABE (with the exception of **TABE Problem-Solving**) can be administered. **TABE-PC** replicates the item sequence and administration times of the paper-and-pencil versions of TABE. This computer-administered test system is designed to provide ease of administration, reliability in scoring, and security of all test items. Tests are scored instantaneously and can provide diagnostic, prescriptive and pre/post test reports.

#### **What's the difference between TABE 5/6 and TABE 7/8?**

TABE 5/6 was published in 1985. TABE 7/8 was published in 1994. TABE 7/8 was constructed to reflect national standards such as SCANS, NALS, NCTM, and NCTE Standards. These standards reflect the direction of state and federal academic expectations of students. TABE 7/8 is more applications-based than TABE 5/6. TABE 7/8 demands that students demonstrate and apply their knowledge. (See the **TABE User's Guide** for a more detailed explanation of the difference between the two TABE editions.)

#### **Do I need to purchase both Form 7 and Form 8?**

The answer depends upon the purpose of the assessment. If you intend to pre-test and post-test students to show gain or improvement over time, then both forms would be recommended -- Form 7 for pre-testing and Form 8 for post-testing. If you retest with the same level and form that was used in the pre-test, keep in mind that the American Psychological Association (APA) guidelines indicate at least 6 months should elapse between the test administrations.

#### **Can I mix and match various versions of TABE?**

Items from different versions of TABE, such as the **Complete Battery** and **Survey**, Forms 7/ 8, or Levels L, E, M, D, and A, have all been placed on the same scale, resulting in statistically comparable test scores. (See the **TABE Norms Book: Forms 7/8**, p. 26, for more information.)

There is a Linking Table for converting scale scores for TABE 5/6 sub-tests to scale scores for equivalent TABE 7/8 sub-tests. The linking table is useful for customers who are switching from TABE 5/6 to TABE 7/8 and want to maintain consistency of test scores.

#### **"ABILITY-TO-BENEFIT" GUIDELINES**

##### **Can TABE be used to qualify students for aid under "Ability-to-Benefit" (ATB) guidelines?**

Yes. Level A of TABE 5/6 and TABE 7/8 (both **Survey** and **Complete Battery** editions) may be used to qualify students for federally-guaranteed student loans under the U.S. Department of Education's "Ability-to-Benefit" guidelines. For more information, e-mail the TABE "Ability to Benefit" Manager [adult\\_assessments@ctb.com](mailto:adult_assessments@ctb.com).

**How do I become certified to administer TABE as an “Ability-to-Benefit” test?**

To administer TABE in accordance with “Ability to Benefit” guidelines, you must be able to: 1) read and follow the directions in the TABE **Examiner’s Manuals**, 2) calculate the scores in accordance with the **Norms Book** instructions, and 3) function in the manner of a professional assessment administrator, as outlined in the Purchaser’s Qualification Statement, printed in the **CTB/McGraw-Hill Catalog**. There is no charge to apply for ATB TABE Test Administrator Certification. To obtain an application form, e-mail the “Ability-to-Benefit” Manager at [adult\\_assessments@ctb.com](mailto:adult_assessments@ctb.com).

**What must I do under ATB guidelines after I receive my students’ TABE scores?**

Once a year, you must send a report of your students’ scores to the TABE Adult Assessments Manager, CTB/McGraw-Hill, 20 Ryan Ranch Road, Monterey, CA 93940. CTB is responsible for analyzing these scores and making periodic reports to the U.S. Department of Education, indicating if the scores show any evidence of irregularities.

**What TABE tests are approved for ATB?**

The **Survey** and **Complete Battery** editions of TABE 5/6 and TABE 7/8, Level A, may be used to qualify students for “ability-to-benefit” status under U.S. Department of Education guidelines. Only the pencil-and-paper, not the PC version, has been approved.

**What are the ATB cut points?**

The scale score cut points are:

For TABE 7/8, Level A—Reading 559, Language 545, Total Mathematics 562.

For TABE 5/6, Level A—Total Reading 768, Total Language 714, and Total Mathematics 783.

Student must pass in all content areas, not just the Total Battery.

**Is there a cut-point for Spelling under ATB guidelines?**

No. There used to be, but there isn’t anymore.

**ACCOMMODATIONS****When administering TABE, can we offer accommodations for students with special needs?**

A testing accommodation is a change made to the test administration procedure to provide equal access for students with disabilities to demonstrate their knowledge and skills. If an accommodation is employed, it is important that the selected accommodation minimize any advantage or disadvantage of completing the test. In particular, if the accommodation under consideration is not used in instruction, then it should not be used in the testing situation.

**TABE-PC** is appropriate for some students who have difficulty taking paper-and-pencil tests. Some TABE administrators have made other accommodations such as allowing extra time to complete the test or letting students mark answers in test booklets rather than on separate answer sheets. Additional accommodation suggestions are available in CTB’s **Assessment Accommodations Checklist** (#53682); to order call Customer Service at (800) 538-9547.

**May I administer TABE as an untimed test?**

If you use different time limits than were used in the standardization process, it compromises the interpretation of the norms. However, CTB recognizes that time extensions may be warranted to accommodate persons with certain disabilities, or when TABE is being used exclusively to diagnose the learning objectives an individual still needs to master.

**Are there special editions of TABE for people with visual disabilities?**

Large-print editions of TABE are available from CTB and may be ordered by calling Customer Service toll-free at (800) 538-9547. Braille editions may be ordered through the American Printing House for the Blind by calling (502) 895-2405.

### **How should we interpret scores when we administer TABE under non-standard conditions?**

Whenever non-standard directions and time limits are utilized, norm-referenced comparisons should be treated with great caution, since the only norms available are those based on test administrations using standard directions and time limits. Nonetheless, CTB believes that information about instructional strengths and needs of students can be obtained from a non-standard test administration. This is best done by focusing on the curriculum-referenced—or objective mastery—information the test can provide. For more information, consult CTB’s publication, **Guidelines for Using the Results of Standardized Tests Administered Under NonStandard Conditions**. Obtain your free copy by calling Customer Service at (800) 538-9547.

## **ADMINISTRATION**

### **Who is eligible to administer TABE?**

Adult educators and administrators with a general knowledge of measurement principles and who are willing to abide by the assessment standards of the American Psychological Association may administer TABE. These professional standards require TABE administrators to follow specific guidelines, such as keeping tests in a secure place and administering them only as directed. For additional information see the Purchaser’s Qualification Statement in the back of CTB/McGraw-Hill’s **Assessment Products and Services Catalog**.

### **How will I know which level of TABE to administer?**

For adult basic education, or other programs that include students at various levels of ability, administer the **Locator Test** first and the results will indicate which level of TABE to use by content area. If you are using TABE as a screening tool for a program that **requires** a certain level of ability, select the appropriate level of TABE commensurate with the content difficulty for the program. For example, if you were screening for a nursing program that requires a 10<sup>th</sup>-grade reading level for admission, you would select TABE Level A.

### **How does the TABE Locator Test work?**

TABE 5/6 has two locators – one for math and one for reading/language.

TABE 7/8 has three locators – one each for reading, math, and language.

The entire **Locator Test** takes approximately 35 minutes to complete. Each locator sub-test will determine the appropriate level of test that the student should take. **NOTE: One should not assume that each student arrives to be tested with the same level of performance in each content area.**

### **Do I have to administer the Locator Test?**

Administering the **Locator Test** is optional but strongly recommended to help you choose the right level of TABE (Easy, Medium, Difficult, or Advanced) for each examinee by content area. Using the right level of a test is essential to obtain the most accurate measurement of knowledge. The exception to this recommendation would be if you were screening for a program that required a specific level for entry or exit.

### **For what target audiences was TABE designed?**

TABE satisfies a wide range of audiences: high school equivalency or GED programs; vocational programs; certain community college programs; welfare-to-work programs; occupational or military advancement programs; alternative educational programs; and English for Speakers of Other Languages (ESOL) programs, which may include basic education, vocational, and life skills assessment

### **What types of adult education programs can use TABE?**

TABE is useful for any program that needs to assess basic educational skills in an adult population. TABE has been used successfully by adult basic education, correctional education, vocational-technical programs, corporate training, one-stop career centers, military, college, non-profit, and union programs.

### **Can TABE be used for high school students?**

Yes. TABE was normed on a population ranging in age from 15 and above. TABE is a viable option to current norm-referenced test for high school levels. Although TABE items were specifically designed for

adults, TABE scale scores are linked statistically to the **California Achievement Tests**, Fifth Edition (CAT/5), created for K-12 students.

**How can I improve test security?** Always keep tests, manuals, and answer sheets secure. Never allow examinees to leave the test site with answer sheets or test books. Do not show test items (other than those designated as Sample Items) to students or discuss their answers. Make sure your staff understands the procedures necessary to maintain test security when they administer and score TABE. If you would like to schedule a training session for your staff members, contact your CTB Evaluation Consultant, or call CTB Customer Service at (800) 538-9547.

**How long does it take to administer TABE?**

It depends on which version of TABE you choose. The TABE 7/8 **Locator Test**, including all three sections in Reading, Mathematics, and Language, takes approximately 35 minutes to administer. The TABE 7/8 **Survey** takes about 1½ hours, and the **Complete Battery** takes about 3 hours. Times for other TABE versions vary, so it is best to talk with your CTB Evaluation Consultant to discuss your specific needs.

**How soon can I retest examinees with the same form?**

Please allow a minimum of six months between testing to avoid the “practice effect” in which a student scores artificially high because of familiarity with test items. Also, do not review TABE with students to show them the questions they answered correctly or incorrectly if you plan to retest with the same form at the same level. You may provide the students with instructional booklets such as **Getting to Know TABE** or **Building Skills with TABE** to help them gain confidence and master specific learning objectives.

**Can I administer different levels of TABE as a pre- and post-test?**

Yes. TABE scales are calibrated across levels so scores from various levels of TABE may be compared to show progress. For example, if a student’s initial **Locator Test** scores placed him at Level E, he should be pre-tested with TABE Level-E.

After a program of study, it should be determined if a student has advanced to a new level before he or she is re-tested. Advancement may be indicated by a very high score on the original pre-test, extra-ordinary progress in class, or a higher score upon re-administration of the **Locator**. If the teacher judges that the student has advanced from Level E to Level M, a Level M post-test should be administered. Because all levels of TABE are calibrated on the same scale, results may be compared across levels.

**If I only need information about certain subject areas, can I just administer certain sections of TABE?**

Yes, any of the sub-tests can be administered as a stand-alone assessment. If you want to “quick screen” a student for basic reading and math application skills, for example, you can administer just the Reading and Mathematics Applications sub-tests from the TABE Survey. This will take less than an hour, yet give a fairly good picture of the student’s skills in those two subject areas. A word of caution, however: this use of TABE is not appropriate when detailed diagnostic information is needed, or when extremely valid, reliable data is needed to support a high-stakes decision concerning the student.

**CORRELATIONS AND USES OF TABE SCORES**

**Can TABE be used both as a pre-test and a post-test?**

Yes. TABE 7/8 were designed to serve as a pre- and post-test for the same group of students. Generally, educators administer different forms of TABE at the same level when pre- and post-testing. However, if a student pre-tested near the top of the range, has made extraordinary progress in class, or re-takes the **Locator** and scores at a higher level, you may elect to use the next higher level of TABE as a post-test. This type of multi-level testing will yield valid results because all levels of TABE are on the same scale.

**Can I use TABE for entrance screening or to make employment decisions?**

TABE is an excellent tool to assist in making decisions regarding academic programs and employment. However, we don’t recommend TABE be used as the sole measure for such decisions. CTB strongly

recommends that our customers use multiple measures of assessment for high-stakes decisions such as hiring or acceptance into a training program. TABE works very well as a screening tool when used in conjunction with other information gained from such sources as interviews, transcripts, and references. Note: CTB does not set or recommend cut-point scores for screening candidates into programs. Such standards must be determined by the user.

**Can I obtain diagnostic information from the TABE Survey?**

Yes. Survey results indicate which learning objectives a student has mastered and which still need more work, but the diagnostic information is not as reliable as that obtained from the **Complete Battery**, which includes more items.

**Can you compare the scores from TABE 5/6 to TABE 7/8?**

Yes. An equating study was carried out in the fall of 1994 in which 7,000 examinees took both Forms 5 and 7 of the **TABE Survey**. The result was a table linking the scale scores on Form 5 to the scale scores on Form 7. More information about this study is available on page 27 of the **TABE 7/8 Technical Report**. You may request a copy of this table by e-mailing [adult\\_assessment@ctb.com](mailto:adult_assessment@ctb.com).

**Are TABE scores correlated to GED scores?**

Yes. CTB conducted a study to determine the relationship between TABE 7/8 (**Survey and Complete Battery**) and the GED Tests. Information on examinees' performance on both tests was collected from over 50 institutions, including schools, GED testing centers, and correctional institutions. Participants took both tests within a 12-week period. In most cases, TABE was taken prior to the administration of the GED. The results show that TABE scores are good predictors of performance on the GED Tests. Correlation tables showing the linkage between specific TABE and GED scores are available in the **TABE Norms Book, Forms 7/8** (#914878-F) which may be ordered through your Evaluation Consultant or by calling Customer Service at (800) 538-9547.

**Is TABE equivalent to the GED?**

They are not identical tests. TABE is designed to test basic educational skills using adult content; it measures performance on reading, mathematics computation, applied mathematics, language, and spelling. The GED tests are designed to see if a student has learned the curriculum students generally receive in a high school education; it measures writing, social studies, science, reading and mathematics. A student's performance on TABE 7/8, Levels D or A is a good predictor of how that student will perform on the GED.

**Can TABE be used to prepare for the GED?**

Yes. Many adult educators administer TABE to see if a student is ready to take the GED. Because items on TABE are each linked to specific learning objectives, TABE scores help students focus their study on skills that need the most work.

**Are TABE scores correlated with NALS?**

Yes. The National Adult Literacy Survey measures three categories of applied literacy. Prose literacy is defined as the ability to use information from everyday texts such as news stories, editorials, and poetry. Document literacy is the ability to use printed materials such as job applications, maps, and transportation schedules. Quantitative literacy is the ability to apply arithmetic operations to numbers that are found in printed materials such as restaurant checks, order forms, and advertisements. Many items from the TABE reading and mathematics sub-tests, as well as those from **Work-Related Foundation Skills, Problem-Solving**, and **TABE Español**, measure these same abilities. Correlation tables are given in the **TABE 7/8 User's Handbook** (#91488) which you may order by calling Customer Service at (800) 538-9547.

**Are TABE scores correlated with SCANS?**

Yes. SCANS refers to the Secretary (of Labor's) Commission on Achieving Necessary Skills, and comprises five workplace competencies plus three sets of foundation skills, needed for solid job performance. The five competencies are: use and allocate resources, use interpersonal skills, use information, work with systems, and use technology. The foundation skills are: basic skills (reading, writing, and so on), thinking skills (such as reasoning and problem-solving), and personal qualities (including individual responsibility, integrity, and others). A correlation table showing which TABE

products assess each of these skills is found in the **TABE 7/8 User's Handbook** (#91488) which you may order by calling Customer Service at (800) 538-9547.

### **CUSTOMER SERVICE**

#### **How can I get some more printed information about TABE to share with my colleagues?**

If you need additional information, contact our Customer Service Department and request a TABE brochure or an **Assessment Products and Services Catalog**. For specific CTB representatives in your area, call Customer Service at (800) 538-9547.

#### **May I preview some sample TABE tests?**

Yes. Bona fide adult educators and administrators with a general knowledge of measurement principles who are willing to abide by the assessment standards of the American Psychological Association may preview TABE test materials. To arrange for your materials, call your CTB Evaluation Consultant or your CTB Regional Office. To get up-to-date contact information for your Evaluation Consultant, call Customer Service at (800) 538-9547.

#### **I'd like to talk with someone about TABE before I place an order. Who should I call?**

You may call the CTB Evaluation Consultant, the CTB Regional Office for your area, or our Customer Service Department in Monterey, California at (800) 538-9547.

#### **I need some help getting my TABE-PC to work right. Who do I call?**

Contact CTB's Technical Support Department in Monterey, California toll-free between 4:30 A.M. and 5:00 P.M. Pacific Time. Telephone: 800-459-6522. Fax: 800-459-4210. BBS: 800-459-6530.

#### **If I upgrade from TABE 5/6 to TABE 7/8, can I exchange my leftover tests and answer sheets, or get a discount, on new ones?**

CTB's policy is to allow exchanges on unopened packages of test materials that have been purchased within the past 12 months. For exchange permission or discount information, contact the CTB Evaluation Consultant for your area to make specific arrangements. To get the latest contact information for your Evaluation Consultant, call Customer Service at (800) 538-9547.

### **ELECTRONIC TABE**

#### **Can TABE tests be administered electronically?**

Yes. **TABE-PC** is available to administer on personal computers.

#### **Can TABE tests be scored electronically?**

Yes. **TABE-PC** offers instant scoring, and **TestMate TABE** allows you to scan and score TABE answer sheets and create reports in multiple formats.

#### **Are TABE tests available on the web?**

Not yet, but we are exploring the option of web-based testing and would like to hear what you think about this topic. Send your ideas and questions about online testing via e-mail to [adult\\_assessments@ctb.com](mailto:adult_assessments@ctb.com).

#### **Is TABE-PC Y2K compliant?**

Yes, **TABE-PC**, Version 4.0 is Y2K compliant. If you have further questions, consult the main CTB/McGraw-Hill web-site or call CTB Technical Support at (800) 459-6522 Monday through Friday, 4:30 A.M. to 5 P.M. Pacific time.

#### **Can I get a demonstration disk for TABE-PC?**

No, but you can purchase **TABE-PC** with a starter pack of seven administrations. If you are not satisfied with it, you may return it within 30 days for full credit or refund.

**What operating systems will TestMate TABE work with?**

It will work with DOS operating system, Windows 95, or Windows 98. If you have additional questions about operating systems, call CTB Technical Services toll-free at (800) 459-6522, Monday through Friday between 4:30 a.m. and 5:00 p.m. Pacific time.

**What operating systems will TABE-PC work with?**

It will work with Windows 3.1x, Windows 95, Windows 98, or an NT system, version 3.2C or higher.

**What type of hardware do I need to run TABE-PC?**

You need a 386 processor (with a 486 or higher strongly recommended), an MS-DOS version 3.3 or higher, Microsoft Windows, version 3.1 or higher, 2 MB RAM, an EGA monitor, hard disk and diskette drives, and a printer.

**Do you sell TABE-PC or TestMate TABE hardware?**

No, but we provide specifications so you can select hardware that will run TABE applications effectively.

**What do the initials on the TABE electronic scoring keys mean?**

These refer to various TABE norm groups, the edition of TABE being normed, and the year in which the norming study was conducted. Enter the code for the group against which you wish to compare your students' scores.

TABE 7/8

TABE 94BE	Complete Battery, Adult Basic Education Students
TABE94VO	Complete Battery, Vocational-Technical Education Students
TABE94CO	Complete Battery, College Students
TABE94OF	Complete Battery, Adult and Juvenile Offenders
TABE94LO	Locator Test
TABE94SB	Survey, Adult Basic Education Students
TABE94SC	Survey, College Students
TABE94SO	Survey, Adult and Juvenile Offenders
TABE94SV	Survey, Vocational-Technical Education Students

TABE 5/6

TABE87BE	Complete Battery, Adult Basic Education Students
TABE87AO	Complete Battery, Adult Offenders
TABE87JO	Complete Battery, Juvenile Offenders
TABE87VT	Complete Battery, Vocational-Technical Education Students
TABELOC	Locator Test
TABE87SB	Survey, Adult Basic Education Students
TABE87SA	Survey, Adult Offenders
TABE87SJ	Survey, Juvenile Offenders
TABE87SV	Survey, Vocational-Technical Education Students

**What TestMate TABE tests and reports will I need to see the predicted GED scores for a student?**

Predicted GED scores are calculated for students who take Level D or A of TABE. The score appears on the Student Multi-Reference Report.

**GRADE EQUIVALENTS****Once I have a TABE score, how do I determine the grade equivalent?**

If you are scoring TABE 7/8 by hand, use the TABE 7/8 **Norms Book** to determine grade equivalent. For example, if you turn to page 48 to find out a student's performance on the applied mathematics exam, you would first find the student's score in the "NC" or "number correct" column at the left of the table. If the score were 42 correct answers, you would then read across to the "SS" or "scale score" column, and then to the "GE" column which shows a grade equivalent of 6.4. To order a TABE 7/8 **Norms Book** (#91487-F), call Customer Service at (800) 538-9547.

**Can students get a grade equivalent above 12.9?**

Grade equivalent scores were obtained by statistically equating TABE scores with those of the **California Achievement Tests**, Fifth Edition (CAT/5), which only goes up to 12.9.

**I understand an examinee must read at an 8<sup>th</sup> grade level for TABE scores to be valid—is that true?**

No. The five levels of the TABE 7/8 **Survey** and **Complete Battery** measure reading performance at all pre-college levels, from beginning literacy through the 12<sup>th</sup> grade. The Locator tests tell administrators which level of TABE should be used for each student. TABE **Work-Related Foundation Skills** and **Problem-Solving** tests are geared to readers at Level D--grade levels 6.6 through 8.9. TABE **Español** is available for Level E (grade range 1.6-3.9) or M (grade range 3.6-6.9).

**NORMS****When was TABE 7/8 normed?**

The norming studies for TABE 7/8 were conducted in the spring of 1994.

**Which adult reference groups were used when norming TABE?**

Four norm reference groups were used for TABE 7/8 including 1) adult basic education students, 2) post-secondary vocational-technical students, 3) adult and juvenile offenders, and 4) college students. TABE 5/6 also included adult basic education students and vocational-technical students as norm reference groups, but it separated adult offenders and juvenile offenders into separate norm groups, and did not provide norms for college students.

**PRICES AND ORDERING****How much does TABE cost?**

It depends on which versions of TABE you order and how much you order at one time. Price information tailored to the specific requirements of your organization is available from your CTB Evaluation Consultant. Basic information about current prices is available from our Customer Service Department in Monterey, California. Contact them at (800) 538-9547 Monday through Friday between 6:00 A.M. and 5:00 P.M. Pacific time to request a **TABE brochure** or a **CTB/McGraw-Hill Assessment Products and Services Catalog**.

**How many tests and score sheets come in a package?**

It varies. Most TABE test books and answer sheets come in packages of 25 or 50. Smaller institutions can order certain products in packages of 10. See the printed **CTB/McGraw-Hill Assessment Products and Services Catalog** for more details.

**If I buy large quantities of the same or mix-and-match test booklets and scoring sheets, will I get a discount?**

CTB does offer quantity discounts for large orders. Consult your CTB Evaluation Consultant for details. For up-to-date contact information on the consultant for your area, call Customer Service at (800) 538-9547.

**If I upgrade on TABE-PC from TABE 5/6 to TABE 7/8, do I get a price break?**

Yes. You can transfer all the TABE administrations you have purchased to your new versions of TABE at no charge. You only need to buy a **TABE-PC Starter Pack** for TABE 7/8, with a minimum of seven additional administrations. If you also use **TestMate TABE**, you will need to buy an extra set of norms (plus pay an annual service fee) for each version of the test you use. For more information, call your CTB Evaluation Consultant, Regional Office, or Customer Service at (800) 548-9547.

**SCORING, INTERPRETING AND REPORTING TABE****How is TABE scored?**

You may score the test yourself or have CTB score it for you. There are five ways to score TABE:

1) By hand, using multi-part Scoreze sheets with built-in answer keys.

- 2) By hand, using CompuScan answer sheets and a stencil.
- 3) By scanner, using Scantron or CompuScan answer sheets.
- 4) By scanner and computer, using TestMate TABE, which provides fast, secure scoring, flexible report formats, and prescriptions to help students learn objectives they haven't mastered.
- 5) By PC, if you are using TABE-PC. TABE-PC scores may also be imported to TestMate TABE and to other scoring and reporting programs.

#### **How do I determine which scoring option will suit my program best?**

For small assessment programs and those without access to scanning equipment or PCs, you may hand-score TABE, using either Scoreze sheets, or CompuScan sheets with a scoring stencil. If you have access to a scanner, you may use either CompuScan or Scantron answer sheets. If you have a larger group of students and have access to a scanner and a DOS, Windows 95 or Windows 98 computer, CTB recommends the use of TestMate TABE as the fastest, most accurate way to scan, score and report TABE results. If you have access to one PC for each student who is to be tested, we recommend the use of TABE-PC for its accuracy, speed, and added security, as test items can be randomly re-ordered to reduce opportunities for cheating.

#### **Does the TABE scoring sheet capture demographic information about each student?**

The score sheets capture each student's name, sex, identification number, the name of the school or program, and the name of the examiner. If you would like TABE answer sheets customized to capture additional demographic data, please contact your CTB Evaluation Consultant or call Customer Service at (800) 538-9547.

#### **What types of TABE scoring reports are available?**

There are two different scoring plans offered for TABE. Plan 1 includes a class list report and a student multi-referenced report. Plan 2 consists of a class list report, a student multi-referenced report, and a student prescriptive report. CTB also offers separate reports that are not part of these plans; these include class group reports, class objectives reports, building/district summary reports, and reports on pressure-sensitive labels that can be affixed to student files.

Grade equivalents are intended to indicate achievement levels related to typical educational structures—elementary and secondary schools. They should be interpreted with caution when being used in non-graded programs, particularly programs that focus on the education and training of adults. In addition to grade equivalents, TABE provides scale scores, percentile ranks, and stanines. TABE also allows you to compare your students with four norm-reference groups including adult basic education students, vocational education students, adult and juvenile offenders, and college students.

#### **Which answer sheet goes with the stencils?**

CompuScan scoring sheets require stencils if they are scored by hand. If you choose this scoring method, you will also need a **Norms Book**, which may be ordered by contacting your CTB Evaluation Consultant, or calling Customer Service at (800) 538-9547.

#### **What is the difference between Scoreze and CompuScan answer sheets?**

Scoreze answer sheets can be scored by hand, but cannot be scanned for machine scoring. Each Scoreze sheet is a multi-part form consisting of 3 sheets of paper bound together. When a student marks answers on the top sheet, they transfer through to a built-in answer key. The forms can then be scored and recorded by hand very quickly. CompuScan answer sheets may be scored either by hand using a stencil, or by machine, using a scanner.

#### **I have a Scanmark 2500—which answer sheet should I use?**

You would use the CompuScan 48-column answer sheet.

#### **Why do I have to buy 3 score sheets to administer one Complete Battery test using Scoreze?**

Because of their "carbon paper" answer key mechanism, only the front of the Scoreze sheet may be used to record answers. Because the TABE **Complete Battery** contains 200 items, they will not all fit on one

sheet. The separate sheets are also useful when sections of the **Complete Battery** are administered at different times.

**Can students use the diagnostic profile sheet as an answer sheet?**

No. The diagnostic profile sheet is not an answer sheet. This profile sheet was created as a tool to assist teachers and administrators who are hand-scoring to determine sub-skill performance within each objective, thus providing a diagnostic picture of the students' performance.

**What are Group Record Sheets and how are they used?**

Group record sheets detail and summarize TABE test results from one tested group. They may be used for a variety of purposes, such as to submit required reports, document overall class performance, apply for funding, or direct staff development programs.

**Can I get total Battery scores from the Locator Test?**

No. The TABE 7/8 **Complete Battery** assessment contains 200 items that measure performance on some 26 to 28 objectives, depending upon the level. The TABE 7/8 **Locator Test** contains only 50 items, and therefore cannot give nearly so much detail about a student's performance. The **Locator** is a "broad brush" indicator designed only to show which level of TABE should be administered.

**SITE LICENSES AND NETWORKS**

**Can we put TABE onto our local area network?**

Yes, **TABE-PC** will run on local-area networks. For more information call CTB Technical Support at (800) 459-6522 Monday through Friday, 4:30 A.M. to 5 P.M. Pacific time.

**Can we put TABE onto our wide area network?**

Not yet. However, we are exploring ways to use TABE in WAN environments. If you have ideas or suggestions, please e-mail [adult\\_assessments@ctb.com](mailto:adult_assessments@ctb.com).

**What licenses are available for network users?**

**TABE-PC** comes with single-user and local area network (LAN) licenses, plus any quantity of test administrations you wish to purchase at one time. CTB defines a local area network as all the PCs in a single building. Information about larger licenses is available upon request. Discounts are offered based on projected usage—the greater the usage the greater the discount. For additional information, contact your Evaluation Consultant or Customer Service at (800) 538-9547.

**Is there an unlimited site license fee?**

There are substantial quantity discounts for large **TABE-PC** and **TestMate TABE** users; however, all electronic TABE licenses require some level of per-test fee.

**Do I have to buy one TABE-PC starter set for each building—or for each separate workstation?**

**TABE-PC** site licenses cover an entire building with as many workstations as your network will support. However, if you want to use TABE in two different buildings—a main and a branch office or two separate locations on a campus—you would buy a site license for each building.

**SPANISH ASSESSMENTS/TABE ESPAÑOL**

**Do you have a version of TABE to use with Spanish-speaking students?**

Yes. TABE Español is a series of norm-referenced tests designed to assess the basic reading, mathematics, and language skills of adults whose primary language is Spanish. It is available in levels E and M.

**Do you have TABE tests for speakers of other languages besides English and Spanish?**

No, but we would be interested in hearing from you if you have a need for TABE in other languages. Please e-mail your suggestions to [adult\\_assessments@ctb.com](mailto:adult_assessments@ctb.com).

**Does the administrator of TABE Español need to be fluent in Spanish?**

Yes. The administrator must interview each student about his or her educational background, language proficiency, and reading habits. This helps to determine the general skill level at which the student should be tested and assure proper placement in an adult instructional program. The administrator must also be prepared to give instructions, read the Spanish test directions, and answer students' questions in Spanish because many students may be just beginning an ESOL course of study.

**Is the administrator's manual for TABE Español written in Spanish?**

Yes, however the **Norms Tables** and **Technical Bulletin** are written in English.

**STAFF DEVELOPMENT****Do you have a Teacher's Guide for TABE, or any other materials to help me train my staff?**

There are several guides designed for educators and administrators who work with TABE 7/8. They include:

- 1) **Examiner's manuals** that tell how to administer each version of TABE.
- 2) A **User's Handbook** (#91488) that explains all the versions of TABE and gives other helpful information on topics such as ideas for classroom learning activities, scoring, and interpreting TABE results.
- 3) The **Marker Items Booklet** (#10553), which helps educators understand and interpret TABE scale scores.
- 4) **Norms books** which show educators how to compare their students' scores to those of reference groups such as other adult basic education students.
- 5) **Technical reports** and bulletins that explain the research studies and sophisticated statistical models underlying TABE tests.
- 6) Various correlation and linking tables that show how TABE 7/8 scores relate to other assessments, such as TABE 5/6 or the GED, or how TABE objectives link to various competencies, such as SCANS. To order these materials, check the printed Assessments Products and Services Catalog. To request a free catalog, call Customer Service at (800) 538-9547.

**I'd like more information about the User's Handbook?**

The **TABE User's Handbook** is a binder filled with helpful information for TABE administrators and adult educators. It contains information about how to use all the different versions of TABE, and also offers information about assessment terms and concepts, how to interpret and apply results, support materials for TABE, and instructional strategies (which include classroom activities, practice items, and test-taking tips). The **User's Handbook** also shows the objectives tested at each level of TABE, correlations between the objectives of TABE 7/8 and TABE 5/6, and contains tables matching TABE 7/8 with important groups of competencies such as SCANS and the literacy categories of the National Adult Literacy Survey.

**How does the Marker Item Book work?**

This book might be subtitled **How to Understand and Interpret TABE Scale Scores**. The book is a teacher's guide and staff development tool that gives examples of where typical items are located along the TABE scoring scale. Items measuring capitalization and punctuation, for example, are located around the 500 mark on the TABE scale, while items dealing with the more difficult objective of parallel sentence construction score over 700 on the same scale. Such examples help educators understand the meaning of "easy" versus "hard" items in relationship to the TABE scale, and to explain these differences to their students.

**My staff could use some training in test administration—do you offer any training programs?**

Yes. CTB can arrange a training program tailored to your needs at your site or another suitable location. To set up such a program, contact your CTB Evaluation Consultant, the CTB Regional Office for your area or Customer Service at (800) 538-9547.

## **WORK-RELATED ASSESSMENTS**

### **Does TABE specifically test work-related skills?**

In TABE 7/8, the **Complete Battery**, **Survey**, and **TABE Español** assess basic academic skills, such as the ability to read and to solve mathematics problems. These skills are assessed in contexts that are appropriate for adults, including work-related contexts. Separate test forms, the **TABE Work-Related Foundation Skills**, assess these same skills in the context of broad occupational areas. **TABE Work-Related Foundation Skills** is available in four forms: Trade/Technical, Business/Office, Health, and General.

**TABE Work-Related Problem-Solving** is a constructed-response test that assesses ability to solve various work-related problems, using a step-by-step approach. These TABE work-related forms assess basic skills in work-related contexts. They do not assess competencies or technical skills required to succeed in a particular occupation.

### **Do you have a test that can assess a student's interest in various careers?**

We currently do not have an interest inventory, but we welcome your ideas. Please e-mail us at [adult\\_assessments@ctb.com](mailto:adult_assessments@ctb.com) and tell us what features you would like such an interest inventory to have.

## **STUDENT WORKBOOKS**

### **Are there any materials that can help my students become familiar with TABE?**

Yes. CTB has prepared **Getting to Know TABE**, a special 24-page booklet for prospective adult students to read before they take a TABE pre-test. It has a welcome letter, tips for taking tests, and some 50 self-scored practice items covering each of the five TABE sub-test topics. This introductory booklet is especially designed to reduce test-anxiety and give students experience "bubbling in" answers to selected-response items. For a sample copy, contact your Evaluation Consultant or Customer Service at (800) 538-9547.

### **Are there materials to help my students learn objectives they have not mastered?**

Yes. After your students take the TABE pre-test, they can use **Building Skills with TABE** workbooks to study the objectives they have not mastered. These workbooks will be published in Fall 2000 and Spring 2001. **Reading, Language and Spelling** are covered in one workbook at each level, while **Mathematics Computation and Applied Mathematics** appear in another workbook. There are eight books in all, geared to TABE 7/8, Levels E through A.

Each **Building Skills** workbook contains explanations of the educational objectives measured at the corresponding level of TABE. This is followed by completed sample items, practice items, and helpful tips and reminders. Teachers may treat the workbooks as consumable or reusable, with the purchase of optional separate answer sheets. To request a sample copy of **Building Skills with TABE**, contact your Evaluation Consultant or call Customer Service at (800) 538-9547.

### **Can I get copies of old TABE tests for students to study?**

No. CTB does not make old TABE tests available for students to study. However, you can order **Getting to Know TABE** to reduce test-anxiety among new students, and **Building Skills with TABE** to help students master objectives once they have taken a TABE pre-test.