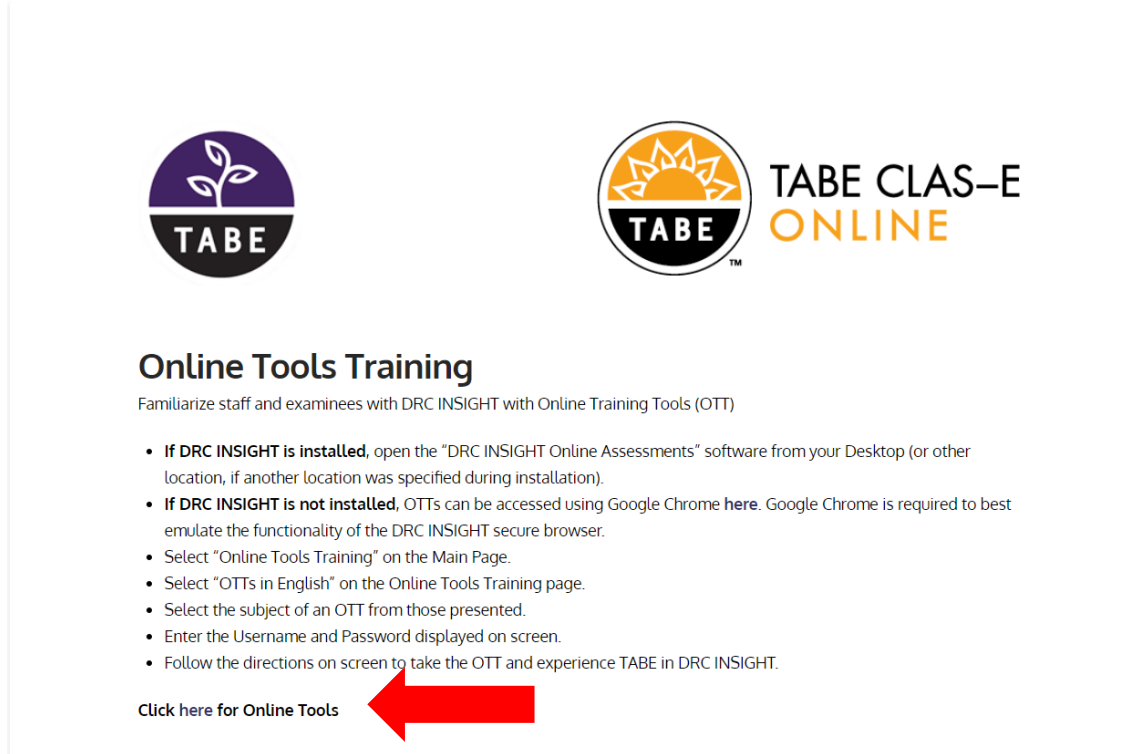


How to Access TABE Assessments Online

Step 1: Click on the link below. This will take you to the TABE website to access the Online Tools Training link (see image below the link).

<https://tabetest.com/resources-2/testing-information/online-tools-training/>



Online Tools Training
Familiarize staff and examinees with DRC INSIGHT with Online Training Tools (OTT)

- If **DRC INSIGHT is installed**, open the “DRC INSIGHT Online Assessments” software from your Desktop (or other location, if another location was specified during installation).
- If **DRC INSIGHT is not installed**, OTTs can be accessed using Google Chrome **here**. Google Chrome is required to best emulate the functionality of the DRC INSIGHT secure browser.
- Select “Online Tools Training” on the Main Page.
- Select “OTTs in English” on the Online Tools Training page.
- Select the subject of an OTT from those presented.
- Enter the Username and Password displayed on screen.
- Follow the directions on screen to take the OTT and experience TABE in DRC INSIGHT.

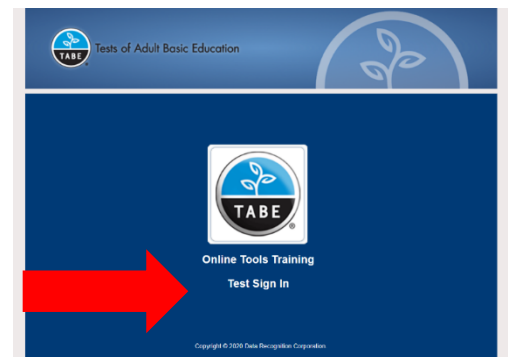
Click here for Online Tools

Step 2: Once on the Online Tools Training webpage, go to the bottom and click on the word “here” to ensure your device is compatible and to access the online practice testing site. **(You must use Google Chrome to access the testing site.)**

Step 3: After your “practice” session, you will click on the link below to access the TABE Testing Site.

<https://wbte.drctdirect.com/TABE/#portal/tabe/595219/adminId=59521>

Step 4: Click on “Test Sign In”. This will open up the TABE username and password page. You will type in the “username and password” assigned to your account.



****AT THIS TIME, HAVE YOUR (2) TICKETS AVAILABLE, ONE FOR TABE-MATHEMATICS AND THE OTHER FOR TABE-READING.**

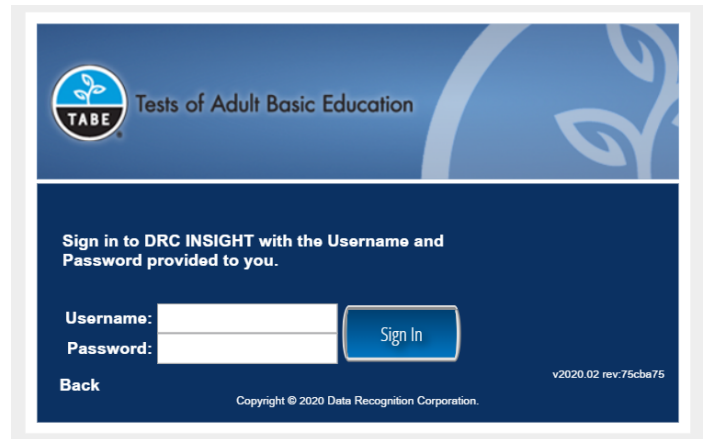
(You received your tickets in an email from apprenticeshipcoordinator@centralpaiec.org with “TABE Tickets” in the subject line. One ticket will be for Mathematics and the other ticket will be for Reading.)

Step 5: You will have (2) TABE assessments, (2) different log-in tickets assigned to your account.

TABE Online Test Ticket
TABE 11

Kristi Wickard
Student ID: KWICKARD

Username: KWICKARD2
Password: WILL5700



Step 6: Once you have logged in using your Math Ticket information, you will need to make sure that the profile information is accurate. (See below. Hint: Student ID is the first initial of your first name and your full last name- i.e., KWickard) If all information is correct, select "Continue". If not correct, send Kristi Wickard a chat message in the Zoom meeting.

Welcome **Kristi Wickard**.

Before you begin testing, please confirm your profile information is correct:

Test Name: **TABE 11**
Test Session: **Q2: Math OE 20-21**
School Name: **CENTRAL PA CHAPTER IEC**

Student ID: **KWICKARD**
Accommodation(s):

If the above information is correct, please select **Continue**.

If any of the above information is not correct, please raise your hand and notify your Test Administrator.

Continue

Options **Exit**

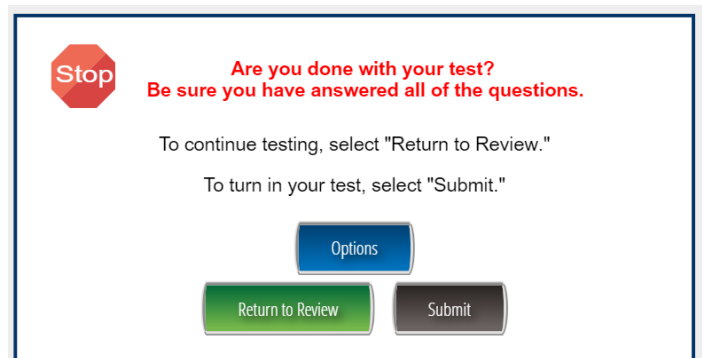
Step 7: Select "Mathematics 11- Part 1" to complete first. Review the directions that are shared prior to you starting the assessment. Once you are ready, select "Begin the Test". GOOD LUCK! 😊

The following tests have been scheduled for **Practice Demo1!**

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- [Mathematics 11 - Practice Test](#) (Click Here)
- [Mathematics 11 - Part 1](#) (Click Here)
- [Mathematics 11 - Part 2](#) (Click Here)

* When finished with Part 1, you will be asked to "Submit" or "Review". You may choose to review all test questions prior to submitting your responses. Once you select "Submit" the test session will close.



* After submitting your answers to Mathematics 11-Part 1, you will automatically return to the Mathematics test window. You will see that Part 1 is complete. At this time, you will select Mathematics 11-Part 2. Repeat the same process to begin Part 2 and submit your answers. Once Part 1 and Part 2 are complete, select "Exit". Then select "Yes, Exit" to close the test.

The following tests have been scheduled for **Practice Demo1!**

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- [Mathematics 11 - Practice Test](#) (Click Here)
- [Mathematics 11 - Part 1](#) (Complete)
- [Mathematics 11 - Part 2](#) (Click Here)

The following tests have been scheduled for **Practice Demo1!**

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- [Mathematics 11 - Practice Test](#) (Click Here)
- [Mathematics 11 - Part 1](#) (Complete)
- [Mathematics 11 - Part 2](#) (Complete)

Are you sure you want to Exit and Close the test?

To continue testing, click the "No, Return to Test" button.
To Exit and Close, click the "Yes, Exit" button.

Step 8: Now you are ready to begin the Reading Assessments. Once you have logged in using your Reading Ticket information, you will need to make sure that the profile information is accurate. (See below. Hint: Student ID is the first initial of your first name and your full last name- i.e., KWickard). If all information is correct, select "Continue". If not correct, send Kristi Wickard a chat message in the Zoom meeting.

Welcome **Kristi Wickard**.

Before you begin testing, please confirm your profile information is correct:

Test Name: **TABE 11**
Test Session: **Q2: Reading 20-21**
School Name: **CENTRAL PA CHAPTER IEC**

Student ID: **KWICKARD**
Accommodation(s):

If the above information is correct, please select **Continue**.
If any of the above information is not correct, please raise your hand and notify your Test Administrator.

Step 9: Select “Reading 11- Part 1” to complete first. Review the directions that are shared prior to you starting the assessment. Once you are ready, select “Begin the Test”. You will complete Part 1 GOOD LUCK!




* When finished with Part 1, you will be asked to “Submit” or “Review”. You may choose to review all test questions prior to submitting your responses. Once you select “Submit” the test session will close.

The following tests have been scheduled for **Practice Demo1!**

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- [Reading 11 - Practice Test](#) (Click Here)
- [Reading 11 - Part 1](#) (Click Here)
- [Reading 11 - Part 2](#) (Click Here)



**Are you done with your test?
Be sure you have answered all of the questions.**

To continue testing, select "Return to Review."
To turn in your test, select "Submit."

Options

Return to Review Submit

* After submitting your answers to Reading 11-Part 1, you will automatically return to the Reading test window. You will see that Part 1 is complete. At this time, you will select Reading 11- Part 2. Repeat the same process to begin Part 2 and submit your answers. Once Part 1 and Part 2 are complete, select “Exit”. Then select “Yes, Exit” to close the test.

The following tests have been scheduled for **Practice Demo1!**

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- [Reading 11 - Practice Test](#) (Click Here)
- [Reading 11 - Part 1](#) (Complete)
- [Reading 11 - Part 2](#) (Complete)

Are you sure you want to Exit and Close the test?

To continue testing, click the “No, Return to Test” button.
To Exit and Close, click the “Yes, Exit” button.

No, Return to Test Yes, Exit

Options

Options Exit

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***Congratulations...You have FINISHED the assessment portion of Open Enrollment!**

*If you are a candidate seeking employment, at this time you will want to complete the interview questionnaire sent to you via email. Upon its completion, please scan a copy or send a photo of the document to execdir@centralpaiec.org.