

Here is what one should expect with the next steps of the Open Enrollment process!

1. Applicants will be notified via **email by Red Planet Testing or Quest Diagnostics** in regards to the drug screening process. This email will include the applicants Testing Passport. Please double check your junk email if you are using a Gmail account. Applicants will need to email hurbach@redplanettesting.com or call/text 512-545-1804 if they would need to adjust their drug testing date and time
2. The Mathematics/Reading TABE assessment window includes the following dates and times-
November 2: 8:00-11:00am; 11:30-2:30 pm; 3:00-6:00pm
November 3: 8:00-11:00am; 11:30-2:30 pm; 3:00-6:00pm
November 4: 8:00-11:00am; 11:30-2:30 pm; 3:00-6:00pm
***If you miss the drug screening or TABE assessments, you will not be eligible for further consideration.**
3. Applicants will need to register for **ONE TABE assessment time slot** via the TTSU (Time to Sign Up) link. The link will be sent to applicants upon receiving their completed packet. Remember, it is a 3-hour testing window.
4. There will be (2) assessments to complete (Reading and Math). An "Online Test Ticket", one for Mathematics and one for Reading, will be sent via email to each applicant 1-2 days prior to testing. The ticket will include a username and password which you must use to log into the assessments.
5. **The assessments are on-line and will be completed on your personal PC, laptop, or tablet. Cell phone usage is not permitted during the assessment. The selected device must have audio and video capabilities. Applicants must use Google Chrome to access the TABE assessment portal.**
6. Applicants will receive an email that will include the directions for "How to Access TABE Assessments Online". At this time, applicants will need to login to the TABE Online Learning link, found within the online learning direction document, to confirm compatibility and access the assessments on their device. Applicants will need to review the entire document regarding the complete process outlined for TABE assessments.
7. The attached link provides the opportunity to become familiar with the online test-taking experience.
<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](#)

7. Since the DRC Insight program is not installed onto your personal computer, one can access OTT's by clicking on the word "here".
8. Click on the words, "Online Tools Training". Then select either "TABE 11&12 Reading or TABE 11 & 12 Mathematics". Then select "Level M" for both Reading and Mathematics. Select "Standard".

Click Here for TABE 9&10 Practice
TABE 11&12 Reading
TABE 11&12 Mathematics
TABE 11&12 Language

Click Here for TABE 9&10 Practice
TABE 11&12 Reading
Level E
Level M
Level D
Level A
TABE 11&12 Mathematics
TABE 11&12 Language




9. Type in the username and password (i.e. username: readmott; password: test1234) that is given on the screen to sign in to the practice test. Use the "Navigation To-Do's" on the next page.

Navigating the Test

When examinees click **Begin the Test**, the countdown begins for timed tests and the test starts.

Examinees go through the test one item at a time, selecting the answer they believe is correct and then clicking **Next** to move to the next item or **Back** to go back. Examinees can also move to a specific question using the **Go to Question** button and selecting the question number. The **Pointer** tool is the default tool examinees use to select answers as well as to select other tools, buttons, and features within INSIGHT.

Examinees can also use tools such as **Cross-Off**, **Highlighter**, **Magnifier**, and **Line Guide** during testing.

Information about each tool is available by clicking the help button .



Cross-Off—The **Cross-Off** tool is used to narrow down the possible answer choices by marking and eliminating unwanted answer choices. The examinee clicks on the **Cross-Off** button, and the cursor becomes a pencil tip with a red “X.” The examinee can then place a red “X” through each unwanted answer choice.



Highlighter—The **Highlighter** tool is used to highlight important information. The examinee clicks on the **Highlighter** button, and the cursor becomes a highlighter tip. By clicking and holding the mouse button while dragging it over text, the examinee can highlight information on the screen.



Magnifier—The **Magnifier** tool allows the examinee to enlarge the entire screen. The other tools can be used in conjunction with the **Magnifier**.



Line Guide—The **Line Guide** tool provides a horizontal line that brings focus to a single line of text. When the examinee clicks the **Line Guide** button, a single blue line with a blue “handle” appears. Using the mouse, the examinee can move the line via the handle up or down.

Any of the above tools can be closed by clicking on the button again or by clicking on the **Pointer** button.

As examinees progress, the **Flag** button can be clicked to mark an item to return to later if time permits. The **Options** button allows the examinee to select/reselect screen/background colors at any time during the test.

When the examinee reaches the end of the test, the examinee can click the **Review/End Test** button to review and complete his or her answers before clicking **End Test** to exit the test. Once **End Test** is clicked, the examinee cannot go back to that part of the test. For example, Reading is composed of Part 1 and Part 2. When an examinee has completed Reading—Part 1 and **End Test** is clicked, the examinee may not go back to Part 1 but Part 2 is still available.