



Tips for Taking TABE

- Be positive and do your best.
- Relax, it is normal to be somewhat nervous before taking a test. Don't worry!
- Be sure you can hear the instructions and understand them.
- Listen to and read the directions for each test carefully. Ask for an explanation of the directions if you do not understand them.
- Plan your time well. Each test section is timed. Do not spend too much time on any one test question. If it takes too long to answer a question, mark it for review ( **Flag** button) and return to it later, if time permits. First respond to all questions of which you are certain of the answer.
- Before answering a question, be sure you know what is being asked. For example, a test question might say, "Which of these is not an even number?" If you read the question too quickly, you may miss the word "not" and answer incorrectly.
- Do not read into a question something that is not there. There are no trick questions in TABE. You will get better results if you answer to your best ability, do not randomly guess.
- When marking your answers on a separate answer sheet (paper-based testing), make sure you mark the circle that goes with the answer you choose. Be sure to fill in the answer circles neatly and completely; carelessness can cause you to get a low score. If you realize you have been marking the answers in the wrong place, let the proctor or examiner know immediately.
- Trust your instincts. If you know a lot about a subject (reading, mathematics or language), the first answer you select probably will be the best. When rechecking, change an answer only when you are sure that your first answer was wrong.
- If you are not sure how to answer a question, rule out the answer choices that you know are incorrect. Then mark your best guess. If you are testing on-line, you may use the "cross-off"  tool to do this.
- Remember that the score you will receive on TABE is only one way to measure your skills. TABE will show you the skills you have now and those you need to learn. You cannot fail TABE.

Navigating the Test (on-line)

Begin 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




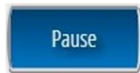
then clicking **Next** to move to the next item or



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, the TABE test platform.



You may also **Pause** the test to keep the computer from timing out while you spend additional time on a question. This feature does not stop the timer.


Examinees can also use following tools on-line.

-  **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.
-  **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.
-  **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.
-  **Magnifier/Zoom:** The Magnifier tool allows the examinee to enlarge the entire screen. The options are 1.5x or 2x magnification. The other tools can be used in conjunction with the Magnifier.
-  **Sticky notes:** The Sticky Note tool allows the student to add a sticky note and type in any notes they wish to include.

-  **Calculator:** The Calculator icon will appear on questions where a calculator may be used.
-  **Ruler:** The Ruler icon will appear on questions where a ruler may be used.
-  **Protractor:** The Protractor icon will appear on questions where a protractor may be used.
-  **Flag:** Marks the question for review.
-  Options button at the bottom of the test screen allow you the following options:
 - **Color choices:** This allows the student to change the color of the background while maintaining a black font.
 - **Contrasting colors:** This allows the student to change the color of the background and the color of the font.
 - **Reverse contrast:** This turns the font white on a dark background.
 - **Masking:** Masking is used to place a mask over any portion of the screen. Multiple masks can be used simultaneously to customize the viewing area.

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

 **Pointer** button.

To see your progress on the test, click on the  **Review/End Test** button. You may go to any question by selecting in from the list that appears on the screen.

Click on the  **Help** button to find more information.

If you are taking the test on-line, there are technology-enhanced items:

- **Drag & Drop:** You will need to use the pointer to click on the correct answer, drag it to the appropriate area, and drop it into the answer area.
- **Multi-select:** The question will ask you for the best answers, or which of these, or which two items; if this is the case you will need to respond with two or more answers on the same line (paper-based) or click on two or more responses on-line.
- **Evidence-based selected response:** You will need to answer both parts (A & B) of a question in order to receive credit for the entire problem. Part B will be required to support your answer to Part A.

You may also take a practice test on-line under the resources tab (on line tools training) at www.tabetest.com.