Attachment A

TABE® 9/10 NATIONAL ROLLOUT
CENTER INVENTORY

Introduction:

The Department of Labor, National Office of Job Corps, plans to implement online administration of the Tests of Adult Basic Education (TABE®) Forms 9/10 via the Student Testing System (STS) during Program Year 2007.

The purpose of this inventory is to gather information from Job Corps centers to assist with planning for the implementation of the STS version of TABE® 9/10. The Center Director, Education and Training Director/Manager, the TABE Administrator, and the Center's Information Technology Point of Contact (IT POC) may be needed to provide information to complete this inventory. This is a mandatory inventory and requires a 100% response rate from the Job Corps community.

Instructions:
1. Please review the questions below to determine your answers.
2. Please click on the link to answer the questions. The link will take you to an online version of the inventory.

Link: http://www.surveymonkey.com/s.asp?u=75952480970

Center and Respondent Information
1. Please select your region from the drop down menu.
2. Boston Region Only: Please select your center from the drop down menu.
3. Philadelphia Region Only: Please select your center from the drop down menu.
4. Atlanta Region Only: Please select your center from the drop down menu.
5. Dallas Region Only: Please select your center from the drop down menu.
6. Chicago Region Only: Please select your center from the drop down menu.
7. San Francisco Region Only: Please select your center from the drop down menu.

8. Who is the individual that the Center Director will designate with the responsibility of overseeing the listed tasks (preferably the Training Director or Academic Manager)? (first name, last name, title, email address required)

- Establish a TABE®-STS Rollout Team (e.g. Facilities Manager, TABE® Administrator, IT-POC, Academic Manager, Records Supervisor, etc.)
- Communicate with Senior Staff
- Communicate with national TABE®-STS Rollout Team
- Prepare for rollout, such as:
    - Address facility matters (determine if renovations are needed)
    - Select a suitable testing room that can accommodate a secure testing environment

- Obtain and install furniture taking into account test security
- Set up, prepare and test equipment (Thin Clients)
- Arrange for staff to complete TMS and STS Training
- Ensure the TABE® testing procedures are being conducted appropriately

9. Who is the TABE® Administrator on your center? (first name, last name, email address required)

TABE® Testing Patterns

10. How many students were tested in an average testing session during the past year?
    ____ 10 or less
    ____ 11 - 15
    ____ 16 - 20
    ____ 21 - 30
    ____ 31 - 40
    ____ 41 - 60
    ____ More than 60

11. How many students were tested in the largest single session during the past year?
    ____ 10 or less
    ____ 11 - 15
    ____ 16 - 20
    ____ 21 - 30
    ____ 31 - 40
    ____ 41 - 60
    ____ More than 60

12. How many students at your center take the TABE® each week (include initial and follow up testing)?
    ____ 10 or less
    ____ 11 - 20
    ____ 21 - 30
    ____ 31 - 40
    ____ 41 - 60
    ____ More than 60

13. Please mark which days and times you conduct TABE® testing each week. (You will need to check each box in a matrix like the following. Check as many as needed.)

Time	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8:00 a.m. – 12:00 noon							
12:01 p.m. – 4:00 p.m.							
4:01 p.m. – 10:00 p.m.							
10:01 p.m. – 7:59 a.m.							

14. How many students per month are provided with accommodations for TABE®?
    ____ 1-5
    ____ 6 - 10
    ____ 11 - 15
    ____ 16 - 20
    ____ More than 20 per month

15. What are some common accommodations provided for TABE®? (Check all that apply.)
    ____ Extended time
    ____ Use of calculators
    ____ Reading test items to students
    ____ Large print/sight
    ____ Secluded testing (student tests in a room with no other students)
    ____ Other (Please specify)

Facilities

16. Is the room where TABE® testing is conducted solely dedicated to TABE® testing? (Y/N) If
    No, proceed to Question 17; if Yes, proceed to Question 18.

17. For what other testing is the room used?
    ____ GED
    ____ ASVAB
    ____ Certification Testing (Please Specify)
    ____ Other

18. Is the size of the current testing room large enough to set up the TABE® computers? (Note:
    each computer will need about a 3' wide by 2' deep space so that students cannot see
    each other's monitors.) (Y/N) If No, proceed to Question 19; if Yes, proceed to
    Question 20.

19. Is there another available area (e.g., computer lab or another room) that could accommodate
    TABE® testing? (Y/N)

20. Please provide Building Name and/or Number where the TABE® testing lab will reside.

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    _____
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21. Does the building that houses the current or proposed TABE® testing room have connectivity
    to the Local Area Network? (Y/N)

22. Please provide the IP address of the switch that will support the TABE® testing lab.

    ┌───┐
    │   │
    └───┘

23. Do you have adequate furniture to accommodate online testing using dedicated Thin Clients? (Please refer to space requirements and estimated number of Thin Clients indicated in the JCPIN). (Y/N). If No, proceed to Question 24. If Yes, proceed to Question 26.

24. Please check which of the following furniture you think you will need (Please note, this should be answered with only absolutely necessary needs.)
    ____ Tables
    ____ Chairs
    ____ Other

25. Please estimate the cost of your furniture needs.

    ┌─────────────────────────────┐
    │   │
    └─────────────────────────────┘

26. Are you able to control the temperature in the current testing room? (Y/N)

27. Are there adequate electrical outlets in the room(s) you will use for online testing to accommodate the equipment? (Please note: Thin Clients require less electricity than PCs.) (Y/N) If No, proceed to Question 28; if Yes, proceed to Question 30.

28. How many additional outlets will you need?
    ____ 1-5
    ____ 6-10
    ____ 11-15
    ____ More than 15

29. What is the expected cost for electrical needs?

    ┌─────────────────────────────┐
    │   │
    └─────────────────────────────┘

30. Will you have to run additional power lines into the building and to the testing room? (Y/N)

31. How many data drops are available for use in the TABE® testing room? (Check with your IT Point of Contact. Note that Thin Clients allocated to this purpose are set up for wireless installation.)

_____ 1-5

_____ 6-10

_____ 11-15

_____ More than 15

Student Preparation

32. How much computer instruction do students receive BEFORE they take the TABE® initially?

_____ None

_____Less than 30 minutes

_____ 30 minutes to an hour

_____ More than an hour

33. How much time do students spend preparing to take the TABE® initially?   (This includes test taking strategies, reviewing math skills, practice reading skills, etc.)

_____ None

_____ Less than 30 minutes

_____ 30 minutes to an hour

_____ More than an hour

Other

34. Does your center administer other TABE® sections in addition to Reading and Math? (Check those that apply.)

_____ None

_____ Language

_____ Language Mechanics

_____ Vocabulary

_____ Spelling

35. Additional Needs/Comments: Please add your needs or comments not covered above.