Attachment B

PREPARING FOR TABE®-STS ROLLOUT

This list has been prepared to assist centers in preparing for the TABE®-STS Rollout which will occur over the next six months.

Step 1: Establish a TABE®-STS Rollout Team (e.g. Education Director, Facilities Manager, TABE® Administrator, IT-POC, Academic Manager, Records Supervisor, etc.) and appoint a TABE® Rollout Center Director Designee to oversee process.

Step 2: Complete the mandatory online Center Inventory as described in Program Instruction No. 06-18.

Step 3: Select a room(s) dedicated to testing. The room should be large enough to accommodate the number of students tested in an average testing session. Wireless Thin Clients, monitors and keyboards dedicated to testing use only will be supplied by the National Office of Job Corps..

Step 4: Determine if renovations are needed to accommodate testing, including considerations for electrical requirements for the Thin Clients and internet connectivity. (Note that Thin Clients use less electrical power than PCs.)

Step 5: Determine furniture needs. (Note: each computer unit will require a 3' X 2' working space and should be set up so that students cannot see each other's monitors.)

Step 6: Consult Regional Office Program Manager for assistance with funding if renovations are needed.

Step 7: When Thin Clients, monitors, keyboards and wireless access points arrive, set up and test equipment.

Step 8: Ensure that appropriate staff complete TABE®-STS training.