

**STEPS TO FACILITATE TRANSITION FROM TABE 7/8® TO TABE 9/10®
AND THE NEW STUDENT TESTING SYSTEM**

A. INFORM CENTER STAFF ABOUT THE SHIFT TO TABE 9/10®—

(Timeframe: Now)

1. Understand why the change is important and that it is connected to Job Corps' vision for new directions in student training.
2. Understand that this is a significant change for Job Corps centers.
3. Hold an information meeting with all staff to communicate reasons for the shift to TABE 9/10® online and the anticipated impact on center operations.
4. Provide continual updates to the Senior Management Team.
5. Include Student Government members for communication to students.

B. SELECT YOUR TABE IMPLEMENTATION TEAM AND TEAM

LEADER—(Timeframe: Now)

1. Assign responsibilities to team members according to their center role.
 - a. Suggested members are: Career Training/Programs Director, Facilities Manager, TABE Administrator, Information Technology–Point of Contact (IT-POC), Academic Manager, Records Supervisor.
2. Designate a Team Leader/Point of Contact (preferably a member of Senior Staff) who will be your center's liaison with the National Office of Job Corps' TABE rollout team.
3. Assign responsibilities to team members according to their center role.
4. Hold meeting with Center Director, Senior Management Team, and Implementation Team.
5. Schedule times for the Team Leader to regularly brief the Center Director and Senior Management Team.

C. PLANNING AND PREPARING YOUR FACILITIES—(Timeframe: Current –July 2007)

1. Determine the number of students tested in an average session compared to the number of Thin Clients allocated for your center by the National Office.
2. If the number of students tested on average exceeds the allocated numbers of Thin Clients, revise your testing schedule.
3. Assess the implications of the revised testing schedule on your Career Preparation Period (CPP) schedule and adjust the CPP schedule accordingly.
4. Select a testing site: Select a secure room that can be dedicated to testing. If you are unable to designate such a room due to the size of your center, select a room that will have minimal other use.
5. Design the testing room taking into consideration student safety, student comfort, and test security (involve your Center Safety Officer and Center Disability Coordinator, if necessary). Consider having a quiet area for students with learning disabilities. Several examples from pilot centers are shown in Attachment B. Determine renovation needs, if any (involve your center Facilities Manager and IT-POC, if necessary):

- a. Electrical outlets for Thin Clients
 - b. Internet access (wireless access points will be provided)
 - c. Remodeling of a classroom/space to accommodate testing, if absolutely necessary
6. Locate or purchase furniture to be used in the testing room. (Funding for furniture will be standardized; tables and chairs are suggested.)
 7. Ensure that the TABE Administrator has an adequate printer that is capable of printing test tickets.
 8. Request funding from your Regional Office (or your federal agency) for approved renovations and furniture as indicated in the completed Center Inventory from Job Corps Program Instruction 06-18. (**Note:** Instructions on how and when to request funding will be forthcoming.)
 9. Make necessary renovations to the testing site. Monitor the progress of the renovations so that they are completed before the delivery of the Thin Clients.

D. SETTING UP YOUR TESTING ROOM(S)—(Timeframe: July–September 2007, depending on implementation schedule)

1. Arrange the furniture in the room for maximum testing security (to prevent cheating).
2. When Thin Clients arrive, have the IT-POC set up the Thin Clients, monitors, keyboards, and access points and test equipment (or store until implementation). Coordinate with the JCDC Technician assigned to your center.
3. Have the IT-POC test the network, as necessary.
4. Report any technology problems to the JCDC technician assigned to your center.
5. Stock the TABE room with needed supplies: scrap paper, pencils, printer paper, hand-held calculators, printer cartridges.

E. PREPARING FOR NEW PROCEDURES WITH TABE 9/10 USING STUDENT TESTING SYSTEM (STS)— (Timeframe: June, July 2007)

1. Review the schedule for TABE testing. Ensure that a procedure is in place to enter students into the Center Information System (CIS) prior to TABE testing. Student names, with pictures, must be entered into CIS prior to TABE testing. Student IDs are required to take the TABE test online. The CPP and testing schedules may need to be revised.
2. Ensure that the Disability Module of CIS is up to date with the student's accommodations plans prior to testing. This will enable the TABE administrator to consult with the Center Disability Designee (CDD) on appropriate testing accommodations.
3. Ensure that a procedure is in place to identify and train students who need familiarization with basic computer manipulation skills prior to testing.
4. Inform all the students and staff of the move to online TABE testing. Prepare them for the transition by informing them of the transition dates, implications for testing, and computer use policies. Suggestions include using center video, center newsletter, Career Technical Training (CTT) business meetings, and an all-center meeting.
5. Use a prepared introduction to STS in introducing STS to the testing students.

6. Appoint a back-up TABE Administrator to perform duties of the TABE Administrator in the TABE Administrator's absence.

F. STAFF TRAINING—(Timeframe: July –September 2007)

1. Ensure that the TABE Administrator and back-up Administrator are both comfortable in using computers and CIS.
2. Schedule the TABE Team Leader/Point of Contact, TABE Administrator, back-up Administrator, and Academic Manager for TABE-STTS training on SIMON and/or Spotlight (include others as needed).
3. Schedule the TABE Administrator for a face-to-face training in Austin, Texas.

G. REHEARSE FIRST-DAY PROCEDURE (Timeframe: The week prior to implementation)

1. Start up computers, schedule students, print test tickets, and assign students to seats.
 - a. Assign additional staff to support the new endeavor and have them rehearse the procedure with the TABE Administrator; the IT-POC should be part of this support group.
 - b. Review the procedures in the TABE Administrator's Manual and Technical User's Guide.

H. FIRST DAY OF TESTING—(Timeframe: July 30–September 30, 2007, according to a phase in plan by region)

1. Assign additional staff to the testing room, including the IT-POC, to assist with the first day of testing. Schedule the IT-POC to be available in case of malfunctions or questions.
2. Schedule students for testing and print test tickets prior to students' arrival.

I. AFTER TRANSITION TO TABE 9/10® —(Timeframe: TBD)

1. Determine the future use of or disposal of all TABE 7/8® test booklets.

J. MONITOR AND EVALUATE IMPLEMENTATION—(Timeframe: Following implementation – On-Going)

1. Have the Implementation Team continue to meet for a few weeks after the implementation to discuss issues that are encountered.
2. Monitor TABE testing practices regularly to ensure that policies and procedures are followed.