

June 4, 2007

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| <b>DIRECTIVE:</b> | <b>JOB CORPS PROGRAM INSTRUCTION NO. 06-32</b> |
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** ESTHER R. JOHNSON, Ed.D.  
National Director  
Office of Job Corps

**SUBJECT:** TABE 9/10® – Student Testing System Planning Guidance

1. Purpose. To provide further guidance to Job Corps centers in preparing for the national rollout of the Tests of Adult Basic Education (TABE) 9/10® delivered through the Job Corps Student Testing System (STS).
2. Background. The National Office of Job Corps has taken steps to prepare for the transition from TABE 7/8® to TABE 9/10® that will begin in PY 2007. To ensure a smooth transition – logistically, programmatically, and in terms of performance outcomes – a two-phase pilot test at 16 centers has been conducted during the past year. Data from the pilot is currently being analyzed to determine if the move from TABE 7/8® to TABE 9/10® will impact students' TABE scores. The National Office will also closely monitor TABE outcomes during the transition to ensure that centers are not adversely affected on their Center OMS due to the use of TABE 9/10®. Both versions of the TABE will be accepted for calculating literacy and numeracy performance in the Center Outcome Measurement System (OMS) throughout PY 2007.

In addition, to prepare for the implementation of the online TABE and STS, Job Corps issued Program Instruction No. 06-18 requesting centers respond to a facilities inventory. Responses were received from 100% of the Job Corps centers. The National and Regional Offices of Job Corps have analyzed the information gathered in the inventory and are in the process of finalizing funding levels. Approximately 87% of the Job Corps centers identified a need for furniture to equip their testing rooms. In order to distribute funds equitably, a standardized funding formula will be used based on the number of Thin Clients each center will receive.

The experience and input of the 16 TABE pilot centers have been essential in developing appropriate systems and policies for the national rollout. In each region, federal project managers, designated as education Points of Contact (POCs), have facilitated distribution of information to centers on the TABE 9/10 national implementation. The pilot centers and regional POCs are listed below:

| <b>Region</b> | <b>Centers Piloting TABE 9/10</b>                  | <b>Education Point of Contact</b>   |
|---------------|--|---|
| Boston        | Grafton, South Bronx, Penobscot                    | Abbey Sharp;<br><a href="mailto:sharp.abbey@dol.gov">sharp.abbey@dol.gov</a>                |
| Philadelphia  | Blue Ridge, Keystone, Earle C. Clements, Woodstock | Joe Nagel;<br><a href="mailto:nagel.joseph@dol.gov">nagel.joseph@dol.gov</a>                |
| Atlanta       | Homestead, Turner                                  | Sandra Speight;<br><a href="mailto:speight.sandra@dol.gov">speight.sandra@dol.gov</a>       |
| Chicago       | Excelsior Springs, Flint Hills                     | Marjorie Sanford;<br><a href="mailto:sanford.marjorie@dol.gov">sanford.marjorie@dol.gov</a> |
| Dallas        | Clearfield, Gary, Trapper Creek                    | Sharon Shurr;<br><a href="mailto:shurr.sharon@dol.gov">shurr.sharon@dol.gov</a>             |
| San Francisco | Angell, Los Angeles                                | Claudia Schuster;<br><a href="mailto:schuster.claudia@dol.gov">schuster.claudia@dol.gov</a> |

Implementation of TABE 9/10® delivered through the STS is an integral part of Job Corps’ initiative to set new directions for student training over the next several years. It directly supports a primary Job Corps goal: to establish a system of standards-based curriculum and assessments. It also enables Job Corps centers to familiarize students with using online assessments, an important skill in today’s workplaces and educational institutions. In addition, using the online TABE improves the security and efficiency of Job Corps assessment processes. Eventually, the National Office of Job Corps plans to deliver many of its assessments through the online STS. Because of the role STS plays in assessing our students and preparing them for the future, it is critical that all centers manage the STS implementation appropriately.

The attached documents, “Steps to Facilitate Transition from TABE 7/8® to TABE 9/10® and the New Student Testing System” and “Sample Testing Room Set-ups,” have been developed to assist centers in the planning and implementation process. This Program Instruction and the attachments are also available on <http://jccdr.jobcorps.gov>.

The National Office of Job Corps will sponsor training sessions for centers on administration of the new TABE on August 21-22, 2007 and September 5-6, 2007. Specific information on the content of the training sessions, locations, registration, and accommodations will follow in a

subsequent directive. In addition, the following resources will be provided over the next several months to facilitate the transition to TABE 9/10® and the STS:

- a. TABE Administrator's Manual
- b. TABE Technical User's Guide
- c. Training for Regional Office staff
- d. Training offered through JCDC's Spotlight for all staff
- e. Training offered through SIMON for all staff
- f. Technical support offered through the JCDC Help Desk
- g. Programmatic support offered through the National Office of Job Corps

3. Action.

- a. Center Directors should ensure that a planning team is appointed and that the center is prepared for the implementation.
- b. Regional Office Program/Project Managers should assist centers with the planning process.
- c. This Program Instruction should be forwarded to academic and career technical management and staff, senior staff, student records staff, and counseling staff.

4. Effective Date. June 4, 2007

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Lynne Fry at [fry.lynne@dol.gov](mailto:fry.lynne@dol.gov) or Eunice Johnson at [johnson.eunice@jobcorps.org](mailto:johnson.eunice@jobcorps.org).

Attachments

A – Steps to Facilitate Transition from TABE 7/8® to TABE9/10® and the New Student Testing System

B – Sample Testing Room Set-ups