



JUN 06 2019

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 18-06
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TO: ALL JOB CORPS NATIONAL OFFICESTAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL JOB CORPS CENTER STAFF
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: DEBRA A. CARR
Acting National Director
Office of Job Corps

SUBJECT: Transition from TABE 9/10 to TABE 11/12 Basic Skills Assessment

1. Purpose. To update the field on activities and actions related to the July 1, 2019, transition from the current Tests of Adult Basic Education (TABE) Forms 9/10 delivered through the Job Corps Student Testing System (STS) to the TABE Forms 11/12 delivered online through an Internet portal on the test publisher's DRC INSIGHT™ platform.
2. Background. Section 116 of WIOA establishes performance accountability indicators and performance reporting requirements to assess Job Corps' effectiveness in achieving positive outcomes for individuals served by its program. After June 30, 2019, the Tests of Adult Based Education (TABE) forms 9/10 will no longer be approved by the Secretary of Education to report on literacy and numeracy gains under the WIOA Measurable Skill Gain Rate and consequently the OMS Center Report Card literacy and numeracy indicators. Therefore, the Office of Job Corps procured from Data Recognition Corporation (DRC) the approved TABE 11/12 reading and mathematics tests and access to its INSIGHT™ online testing platform.

Currently, Job Corps centers use the TABE Forms 9/10 and TABE Español in Puerto Rico centers for initial and follow-up testing, as specified in the Policy and Requirements Handbook (PRH) Appendix 301. Thin clients are used to deliver the TABE 9/10 through Job Corps' Student Testing System (STS), a network-based system integrated into the Center Information System (CIS). Beginning July 1, 2019, test publisher DRC will use their INSIGHT™ platform to deliver the TABE 11/12 to personal computers (PCs) located in Job Corps' test centers and capture test data that will be exported to the Center Information

System (CIS) for Job Corps' data management and reporting purposes. Job Corps' test centers in Puerto Rico will be the exception.

3. TABE Testing in Puerto Rico Centers. Spanish is the primary language of students enrolled in centers in Puerto Rico. However, there are no Spanish-language literacy and numeracy tests approved for WIOA reporting. Therefore, Puerto Rico centers will continue their use of the TABE Español after July 1, 2019, and until further notified. WIOA reporting on measurable skill gains restricts crediting of learning gains to tests approved by the Secretary of Education for this purpose; therefore, Puerto Rico centers will not be credited for Educational Functioning level (EFL) gains on the TABE Español under WIOA. However, skill gains for Puerto Rico centers will continue to be credited under WIOA for the attainment of a High School Diploma (HSD) and Equivalency (HSE), attainment of a primary Industry Recognized Credentials (IRC), and completion of Career Technical Training or Advanced Training. TABE Español literacy and numeracy tests will continue to be used for OMS reporting under the literacy and numeracy indicators. After PY 2018, the crediting of gains on OMS reports will be based on increases of one or more Educational Functioning Levels (EFL), not the current usage of Grade Level Equivalent (GLE) gains.

4. TABE 9/10 Test Pause. TABE 9/10 testing will be paused from June 17, 2019, through June 30, 2019, in order to facilitate a smooth transition from TABE 9/10 to TABE 11/12, and to provide centers time to prepare. Centers will spend the pause period on the following priority areas:

- Test Administrators complete certification requirements;
- Test Administrators familiarize themselves with the new INSIGHT™ test platform;
- Test Administrators train new and in-pool students on TABE 11/12 test tools;
- Academic Managers/Directors of Education and reading and mathematics teachers plan for effective use of instructional materials/software during daytime and after-hours instruction;
- Center leadership plan needed schedule and staffing changes to address the initial impacts of TABE 11/12 testing;
- Centers and operators review and order test preparation materials;
- Centers complete wiring upgrades and test room upgrades; and
- IT Points of Contact (POCs) troubleshoot and solve INSIGHT™ test platform and related technology issues.

5. Technology and Test Room Upgrades. Job Corps is currently upgrading center rooms to accommodate the DRC INSIGHT™ platform and bringing test rooms in line with accepted criteria. Upgrades include new PCs, the hard wiring of all test stations, and new test stations, if needed. Test stations must use a hard wire connection. Wireless connections may not be used for test delivery. A JCDC Notice to centers issued on February 26, 2019, provided centers with a tentative schedule for the wiring of center test rooms. Wiring is planned for

completion by June 14, 2019, and must be completed by July 1, 2019. Test room furniture upgrades are planned to begin in early June and will be coordinated with test room wiring and desk locations. The Division of Facilities and Maintenance (DFAM) will coordinate with centers for existing furniture removal and the location of new desks.

6. DRC Central Office Server and User Permissions. The IT POC at each center received an email in late April or early May from TABE 11/12 test publisher DRC informing that a DRC portal account has been created. The email included a link to activate the account. The account required activation within 24 hours of receipt of the email. Account activation was required for the POC to install the DRC Central Office Server (COS). COS was required to be completely loaded and operational on each center by May 10, 2019. POCs were sent the *TABE 11/12 DRC Installation Instructions* on April 22, 2019, with COS installation instructions. POCs will also be able to access the document under the “Education” tab on the Job Corps Community Web site. A JCDC Notice issued on May 23, 2019, directed IT POCs to add Academic Managers and Test Administrators as INSIGHT™ system users by June 5, 2019.

7. Initial TABE Testing

- a. Testing of Students Currently Enrolled. All currently enrolled students will need to take an initial TABE 11/12 test in reading and math by August 14, 2019, (45 days into the program year) even if they already took the TABE 9/10 test unless they demonstrate they are not basic-skills deficient in the subject prior to June 17, 2019. Non-exempt students who do not take an initial TABE 11/12 test in both reading and math by August 14, 2019, will always be in the corresponding Measurable Skills Gain OMS pool(s), but they can never show a TABE 11/12 gain. When students meet the conditions described below, they have demonstrated that they are not basic-skills deficient in a subject area and are, therefore, exempt from TABE 11/12 testing in that subject.
 - b. Students will not take an initial or follow-up reading TABE 11/12 test if they:
 - i. Attained a score of 552 or higher on their initial TABE 9/10 reading test,
or
 - ii. Attained a score of 567 or higher on a follow-up TABE 9/10 reading test.
 - c. Students will not take an initial or follow-up math TABE 11/12 test if they:
 - i. Attained a score of 551 or higher on their initial TABE 9/10 math test,
or
 - ii. Attained a score of 566 or higher on a follow-up TABE 9/10 math test.

- d. Testing of Students Arriving Between June 17, 2019-June 30, 2019. Students who arrive between June 17, 2019, and June 30, 2019, will not be given an initial TABE 9/10 test. They will wait until July 1, 2019, to take their initial TABE tests on the 11/12 forms. Students who do not take an initial TABE 11/12 test in both reading and math in the month of July will always be in the corresponding Measurable Skills Gain OMS pool(s), but they can never show a TABE 11/12 gain.
 - i. Testing of Students Arriving on or After July 1, 2019. All students who arrive on or after July 1, 2019, will need to take initial TABE 11/12 tests in reading and math. Any of these students who do not take an initial TABE 11/12 test in both reading and math in their first 21 days of enrollment will always be in the corresponding Measurable Skills Gain OMS pool(s), but they can never show a TABE 11/12 gain.

8. OMS Impact.

- i) PY 2018. All students who arrive at Job Corps between June 17 and June 30, 2019, and separate from Job Corps before July 1, 2019, will not be included in the OMS pools for Measurable Skills Gains indicators.

All students who arrive at Job Corps between June 17 and June 30, 2019, and separate from Job Corps on or after July 1, 2019, will be included in the OMS pools for Measurable Skills Gains indicators unless their initial TABE 11/12 test scores show them to not be basic skills deficient.

- ii) PY 2019. The OMS Measurable Skills Gains Rating (which includes Average Literacy and Average Numeracy Gains) will be based on Educational Functioning Levels (EFLs) in PY 2019. Additionally, one EFL gain will be the goal assigned to all centers for PY 2019. WIOA requires reporting in EFLs. According to test publisher guidance, one EFL gain on the TABE 11/12 is roughly equivalent to a two Grade Level Equivalent (GLE) gain. Goal parity across centers for PY 2019 allows for the tracking and collecting of data needed to establish model-based goals for PY 2020. The Measurable Skills Gains Rating measure for PY 2019 will continue to have a goal of 100 percent and weight of 5 percent. The Average Literacy Gain and Average Numeracy Gain indicators will each have a goal of one EFL gain and a relative weight of 50 percent.

9. Center Planning for the TABE 11/12 Transition. Attachment 1 tables the activities that will take place on Job Corps centers in the 50 states and the center-required actions that must be completed by centers in order to ensure TABE 11/12 test administration readiness July 1, 2019.

10. Action. Ensure that this Information Notice is distributed to all appropriate staff.

11. Inquiries. Questions about this Information Notice should be addressed to Marcus Gray (Gray.Marcus@dol.gov) 202-693-3967 or Josiah Leighton (Leighton.Josiah.T@dol.gov) 202-693-2871. Questions about Job Corps' transition from TABE forms 9/10 to TABE forms 11/12 may be emailed to TABE.11.12@jobcorps.org. Answers will be posted under the "Education" tab on the Job Corps Community Website under TABE 11/12.

Attachment 1

Timeline	Activities	Action Required by Centers
<p>March 4 through June 14, 2019</p>	<p>TABE Test Room Wiring. February 26, 2019 JCDC Notice to centers that Wachter Network Service will contact center IT POCs to schedule time to wire the TABE testing lab. A tentative schedule was established and sent to centers on February 26, 2019.</p>	<p>Inform Wachter network Service if test room is already hard wired.</p> <p>Ensure that TABE test labs are hard wired before July 1, 2019.</p> <p>Wireless connections may not be used for test delivery.</p>
<p>March 22-29, 2019</p>	<p>JCDC Notice 18-185 TABE 11/12 Testing Room Floorplan issued 3/22/19</p>	<p>Centers comply with JCDC Notice 18-185 TABE 11/12 Testing Room Floorplan and return filled-in room layout with pictures by March 29, 2019, to tabe11.12.internal@jobcorps.org</p>
<p>Fourth week in April Fourth week in April</p>	<p>DRC sets up all Job Corps centers in its INSIGHT Online Learning System.</p> <p>Center IT POCs shown on JCDC's Active Directory POC groups receive an email from DRC—</p>	<p>No action required</p> <p>IT POCs must activate their INSIGHT™ account and choose a password within 24 hours of receipt of email.</p>
<p>Fourth week in April through May 10, 2019</p>	<p>no-reply@datarecognitioncorp.com informing that a DRC Portal account has been created and a Username assigned. A link to activate the account is included.</p> <p><i>TABE 11/12 DRC Installation Instructions</i> made available to center IT POCs. Instructions are found under the Education tab on the Job Corps Community Website.</p>	<p>IT POCs use <i>DRC Installation Instructions</i> to install DRC Central Office Server (COS) on dedicated PC. COS must be loaded and operational by 5/10/2019. IT POCs have the month of April to resolve issues. Support is provided by:</p> <ul style="list-style-type: none"> • DRC INSIGHT Support: <ul style="list-style-type: none"> • TABE application, logging into TABE, TABE passwords, etc.; • DRC 24-Hour--TABE Online Support – 866-282-2250 <ul style="list-style-type: none"> • Identify as a Job Corps site • Other Support: <ul style="list-style-type: none"> • Internet connectivity, PC issues, non-TABE issues, etc. <ul style="list-style-type: none"> • JCDC TAC Support – 800-598-5008 - helpdesk@jobcorps.org

Title/Theme	Activity	Action Required by Centers
May 1 through June 15, 2019	Centers receive: <ul style="list-style-type: none"> • Headphones (1 per tester) • Surge protectors (1 per 2 testers) • Printers (1 per center) 	
May 1 through June 30, 2019	Division of Facilities and Maintenance (DFAM) secures test room furniture. Following contract execution, deployment schedule is published. DFAM coordinates TABE wiring and desk location. DFAM coordinates with centers for existing furniture removal and location of new desks.	Centers coordinate test room upgrade with DFAM and/or identified contractor.
June 1 through June 15, 2019		Center leadership considers needed schedule and staffing changes to address the following: <ul style="list-style-type: none"> • Possibility of higher-than-usual demand for literacy and numeracy testing when both new and currently enrolled students are required to take an initial TABE 11/12 test within 21 days beginning July 1, 2019. • Possibility of increased number of reading and math class enrollments because of the rigor of the TABE 11/12 test.
TBD	<ul style="list-style-type: none"> • Two-hour webinar spread across two days on: <ul style="list-style-type: none"> • Test Administrator Certification Requirements • TABE 11/12 CIS Process/Protocols for CIS Reporting • DRC INSIGHT Training • Test Administrators Guide and CIS Scheduling Module Technical Guide released with the training. 	Centers and operators order test preparation materials, ensure that teachers understand how to fully utilize Evening/Weekend Studies and technology-based learning programs to support Reading and math instruction. Regional Office Director and Program Managers, Operators, Academic Managers/Directors of Education and Training, and Test Administrators attend two-hour training. IT POCs add Test Administrator(s) to INSIGHT™ system by June 5, 2019. Test Administrator(s) will use access to INSIGHT™ to familiarize themselves with system administration functions.

Dates	Activities	Action Required by Centers
	<ul style="list-style-type: none"> Planned Test Administrator access to some functions within the INSIGHT™ system. 	
June 13, 2019	<ul style="list-style-type: none"> Ninety-minute webinar on teaching and learning strategies for content assessed on the TABE 11/12. 	Academic Managers/Directors of Education, Reading and mathematics teachers attend 90-minute training.
June 17 through June 30, 2019	TABE 9/10 testing paused.	
June 17 through June 30, 2019		Test Administrators complete Test Administrator certification requirements and become fully certified by June 28, 2019.
June 17 through June 30, 2019		Test Administrators provide TABE 11/12 tools training to new and in-pool students who will take the TABE 11/12 test.
June 17 through June 30, 2019		https://wbte.drcedirect.com/TABE/portals/tabe Academic Managers/Directors of Education work with reading and mathematics teachers to plan TABE 11/12 instruction and effective use of instructional materials/software during daytime and evening instruction.
June 29-30, 2019		IT POCs and Center Director set up access to TABE 11/12 test within INSIGHT™ and ensure system is fully operational on July 1, 2019.