

# **Tests of Adult Basic Education (TABE)**

## **How to Administer the TABE**

### **Survey Form 9, Level D, Test 1–Reading**

#### **Course Description**

The online course is designed to prepare supervisory staff to administer the TABE Survey Form 9, Level D Test 1–Reading, in order to determine functional literacy of direct support staff and all staff that are required to have their functional literacy determined prior to administering medications.

#### **Course Competencies at the conclusion of training:**

Participants will know—

- essential information from the examiners' manual required to administer the TABE Survey Form 9, Level D, Test 1–Reading.
- essential information from the examiners manual required to score the TABE Survey Form 9, Level D, Test 1–Reading.
- essential information from the Norms Book in order to determine the level of functional literacy for individuals taking the TABE Survey Form 7, Level D, Test 1–Reading.

Participants will be able to—

- administer the TABE Survey Form 9, Level D, Test 1–Reading.
- score the TABE Survey Form 9, Level D, Test 1–Reading.
- determine the level of functional literacy for individuals taking the TABE Survey Form 9, Level D, Test 1–Reading.

#### **Target Audience**

This course is offered to supervisory staff who are responsible for administering the TABE Survey Form 9, Level D, Test 1–Reading.

#### **Course Length**

The Illinois Department of Human Services (DHS) online computer-based learning (CBL) course is available on the NetLearning Student Interface on the DHS website at

**<http://si.netlearning.us/ildhs>**

Three hours should be spent reading through the curriculum and doing the practice exercises that include taking a practice TABE test and grading the results. There is also an online exam for this module that must be completed with 100% accuracy in order to receive the course credit.

#### **Class Size**

Class size is not limited.

#### **Training Materials**

Participants should print the DHS TABE CBL training information from the website.

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### **Survey Form 9, Level D, Test 1–Reading (continued)**

#### **Instructor**

This DHS CBL online training is offered only through a Competence-Based Learning (CBL) module available through NetLearning. Information on how to enroll for this session is available in the Training Events Catalog on the DHS website at

**<http://www.dhs.state.il.us/page.aspx?item=27025>**

#### **Source of Training Requirement**

Attendance at Tests of Adult Basic Education (TABE) How to Administer the TABE Survey Form 9, Level D, Test 1–Reading Training is not required for a person to administer the TABE. This training is offered to assist persons in understanding how to verify the functional literacy requirements for medication administration in Rule 116: Administration of Medication in Community Settings. The Medication Administration Training for Direct Support Persons is discussed in detail in the Medication Administration Training for Direct Support Persons Protocol section of this manual.



#### **ADMINISTERING THE MCGRAW-HILL ONLINE TABE TEST**

TABE testing can also be conducted online. For more information, go to the McGraw-Hill website at

**[www.ctb.com/products/category\\_home.jsp?FOLDER<>folder\\_id=2534374302057167&bmUID=1107892211574](http://www.ctb.com/products/category_home.jsp?FOLDER<>folder_id=2534374302057167&bmUID=1107892211574)**

#### **The Department of Human Services will accept:**

- C The online TABE reading level test result is acceptable verification of reading level (literacy) if the online testing is proctored and the test results documented properly.
- C TABE reading level scores printed off the McGraw Hill website.
- C The printed test score from the website must be accompanied by a signed statement from the person proctoring the online test attesting that the testee was verified to be the person who actually completed the online test for whom the test score is printed.
- C The signed statement should also identify the Procter's position in the organization from which the testee is employed, if any, or the Procter's relationship to the organization, such as private contractor, etc.