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Introduction
With a compatible scanner, using the DRC Portal you can scan TABE paper-pencil answer documents and then view On-Demand score reports in the Portal shortly after scanning.

To properly scan TABE answer documents, the scanner must:

- Be a “duplex” scanner that scans both sides of a page in one pass
- Have an automatic document feeder
- Be compatible with the computer and OS you will use to access the Portal for TABE local scanning

To properly scan TABE answer documents, the computer attached to the scanner must:

- Have the scanner’s required drivers installed and tested
- Have the TWAIN plug-in installed and tested. **Note:** The first time you use TABE Local Scanning in the Portal, the Portal checks for this plug-in and will display an install option if the software is not found.

The scanners listed below meet the requirements for scanning TABE answer documents. **Note:** These scanners are not suggestions nor recommendations; they are simply examples of commonly available products that meet the scanning requirements.

**EPSON:**

**BROTHER:**
ImageCenter™ ADS-1000W, ImageCenter™ ADS-2800W*, ImageCenter™ ADS-3600W, Brother MFCL2750DW* and MFCL5850DW.

**FUJITSU:**
FUJITSU fi-7160. **Note:** Avoid the Fujitsu Xi scanner series because it does not support TWAIN (required for scanning TABE answer documents).

*Tested on Windows 7, Windows 10 (64 bit), MacOS 10.12 and 10.13

To purchase TABE answer sheets, contact DRC TABE Customer Care at (800) 538-9547, option 1.

You need the *Local Scanning* permission to scan TABE answer documents and the *On-Demand Reports* permission to view the test score reports. Contact TABE Customer Service at 1-866-282-2250 if you need Portal permissions. You will be notified by email when one or more permissions are granted to you.
Accessing the Portal

You access the Portal from the Welcome to the DRC INSIGHT Portal window.

1. Enter the URL https://tabe.drcedirect.com in a supported browser. The Welcome to the DRC INSIGHT Portal window displays.

2. From the Welcome to the DRC INSIGHT Portal page you log in to the Portal. Enter your username and password in the Please Log In dialog box, and then click Log In.
After a successful log in, the Welcome to the DRC INSIGHT Portal page reappears with menu options for navigating the site.

3. Click the **All Applications** option to display a menu bar containing the various Portal functions that you have permission to use.
Scanning TABE Answer Documents

Prior to scanning completed answer documents, turn the scanner on and connect it to the computer you use to access the DRC Portal. The first time you open the Local Scanning option, you are prompted to download the Dynamic Web TWAIN plug-in (required) if it’s not already installed.

1. To scan answer documents, open the All Applications menu bar and select Local Scanning to display the DRC Local Scanning window.

If prompted, click the Download button to install the Dynamic Web TWAIN plug-in. Note: You need Administrator rights to install software on your computer.

Important: Refresh your browser window after installing the plug-in.

2. Enter all or part (at least 3 characters) of a site name or code. In the list of matches, direct text matches display in bold. Click your site.
3. Click Select Scanner to select a scanner. Make sure the scanner is turned on and is connected to the computer.

The last scanner used (if any) displays after “Using”. For example, as shown in the sample screen shot above: **Using HP ScanJet FLow 5000 s4**. To use the scanner that displays, skip to the next step.

4. Remove the perforated edge of each answer sheet. Place all answer documents into the scanner. Follow the scanner instructions for proper document placement (face up or face down). Click **Scan**.

**Note:** You must scan the entire answer sheet even if the student completed only one part of the test.
During the scanning process, messages display to indicate the progress of the scan. For a successful scan, you will see a Book ID (Litocode / Serial Number) for each answer document.

5. When the process is complete, a confirmation message displays. To scan more answer documents, place them in the scanner and click **Scan More**. If scanning is complete, go to the next step.

6. When scanning is complete, click **Continue** to review the data before sending to DRC. The Review & Edit Biographic Data screen (shown on the next page) displays.

The Book ID (Lithocode / Serial Number) of an answer document that fails to scan properly displays under Failed Documents. Make a note of which documents fail to scan. See “Failed Scans” on page 13 for more information.
Scanning TABE Answer Documents (cont.)

At this point of the process, you have the opportunity to review the biographical data for the testers and fix any errors or add missing information. You can reject a scanned answer document to keep it from being submitted to DRC scoring. For example, if a blank answer document was scanned by mistake, you can reject it.

7. To prevent a scanned answer document from being sent to DRC for scoring, click the Reject icon. A confirmation message displays. Click Reject to reject the document and remove it from the Review & Edit Biographic Data screen.

8. Answer documents with invalid or missing biographic data are highlighted. In this example, the Date of Birth is missing.

Click the Edit icon to display the Edit Biographic Fields screen (shown on the next page).
9. Fields with errors or missing information, in this example Date of Birth, display in red. When all errors are fixed, the Update button is enabled. Click the button to return to the Review & Edit Biographic Data screen.

**Notes:** If you fix biographical errors online after a successful scan, it is not necessary to update the answer documents since they are not shipped to DRC.

However, if re-scanning is required, any biographical errors must be fixed online each time answer documents are scanned until the errors are fixed on the answer documents.

10. When all biographic errors are fixed, the Submit to Scoring button is enabled. Click the button to send the scores to DRC. In approximately 15 minutes, you can view the On-Demand Score reports, as outlined in the On-Demand Reports pages, later in this guide.

A final confirmation message displays. Click the Back to Scanning button to return to the DRC Local Scanning screen.
Failed Scans

If one or more answer sheets from an answer document fail to properly scan, the Book ID (also called the Lithocode or Serial Number) displays in the Failed Documents area of the DRC Local Scanning screen. You can fix the error(s) immediately and re-scan the documents or fix the error and scan the documents at a later time. Regardless, make a note of which documents failed to scan.

Possible causes of a failed scan are:

- An answer sheet jammed in the scanner during scanning
- A Book ID (Lithocode / Serial Number) was not read properly (or was missed entirely)
- Not all answer sheets in an answer document were scanned
- Incorrect bubble marks on an answer sheet: bubble marks that are too light, two bubbles used when one is expected (the darker bubble is used for scoring), and so on
The following on-demand score reports are available for TABE testing.

**TABE 11-12 Individual Profile Report**

The Individual Profile Report is designed to provide a comprehensive profile of the student’s performance on the TABE assessment. It reports each student’s performance on the TABE content skills and the results on their performance for each skill’s objectives, for Reading, Mathematics, and Language. This is a three-page report which provides the student’s scores, test results, and performance on page 1; page 2 and 3 lists the domain, category, and skills for the form of the test administered.

**TABE 11-12 Individual Portfolio Report**

The Individual Portfolio Report is designed to provide a complete listing of a student’s performance on all of the TABE 11 -12 assessments that the student has attempted. Starting with the most recent date tested, it reports all test sessions that meet the report criteria.

The general format of the report includes two main section: the student and test identification information is presented in the header section; and in the body of the report, the student’s test results and performance by TABE form, level, and date are shown for Reading, Mathematics, and Language.

The Individual Portfolio Report is generally a one-page report for each student. However, for students that have a lot of test sessions, the report will be multiple pages. The report is produced as a PDF for online access through the eDIRECT On-Demand reports.

**TABE 11-12 Locator Report**

The purpose of the Locator report is to provide the recommended TABE test level the individual student should take. Based on the results from the TABE Locator test it will determine the level of the actual TABE test each individual student is recommended to take. Note the TABE level translates to the NRS (National Reporting System) Level.

The TABE Locator report is a one-page report, which can be generated for an individual student. The top section provides the report name, date and school type information; the second section of the report is a static table of the cut scores and corresponding TABE Level to administer; the third and final section reports each of the student(s) recommended level results for Reading, Mathematics, and Language.
View On-Demand Reports

Approximately 15 minutes after scanning TABE answer documents, Portal users can view TABE score reports.

1. Open the All Applications menu bar, click Report Delivery then select the On-Demand Reports tab.

2. Specify an administration, district, school, report*, and language from the drop-down menus and click Show Reports.

*See the report descriptions on the previous page.
3. Students that match the selection criteria display in the grid at the bottom of the window.

4. In the Action column, click the Open PDF icon (7) to display the selected TABE score report. Click the Save PDF icon (8) to save the report to your system.