**ACLS Assessment Webinars-July 9, 2020**

**Q&A**

1. **Student Identification**
2. **Question**: Is any ID acceptable, or only state-issued?

**Answer**: Any ID is acceptable.

1. **Question**: What if the student doesn't have a photo ID?

**Answer**: Programs can ask students to send a photo to the test administrator when they are setting up the test session and use the photo to compare at the start of the test session.

1. **Question**: Could mail sent to students’ address be used as proof of ID?

**Answer**: Yes, this form of ID is acceptable.

1. **Question**: What about a birth certificate?

**Answer**: Birth certificates are acceptable as well.

1. **Question**: I used to process educational loans for parents, and we could use a utility bill sent to the home address as ID. Could that apply?

**Answer**: Yes, this is an acceptable form of ID.

1. **Question**: What if I know students by face? Do I still need to see an ID?

**Answer**: No, if a test admin can recognize a student, that’s sufficient local identity verification.

1. **Question**: If it's a new student without a photo ID, can that student be tested?

**Answer**: If the test administrator doesn’t know the student, the student can be tested as long as they provide any form of ID. The ID does not need to have a picture. See answers to Questions 3, 4, and 5 in this section.

1. **Question**: We don't actually ask for identification of new students when we're face to face. Why does this differ at a difference?

**Answer**: Student verification is one of the requirements for remote NRS test administration from the Office of Career and Technical Adult Education (OCTAE).

1. **Question**: Do we ask for SSN?

**Answer**: No, test administrators should not ask for students’ SSN for the purpose of test administration.

1. **Assessment Policies**
2. **Question**: Are County Houses of Corrections and Prisons held to all the same ACLS requirements of CALCs?

**Answer**: As far as NRS test administration is concerned, yes.

1. **Question**: Is it permitted to test students remotely under 18 years old?

**Answer**: Students 16 years and older are eligible for adult education services, therefore all students attending adult education services 16 years old and older can be tested.

1. **Question**: So how do we test students who need the TABE level L? Or TABE CLAS E?

**Answer**: TABE Literacy can be administered only in person as per the test publisher’s guidelines. For specific physically distant in-person TABE Literacy administration, please refer to the [NRS Remote and Physically Distant In Person Test Administration: Guidance for MA NRS Test Administrators, July 2020](http://www.doe.mass.edu/acls/assessment/).

1. **Question**: Are we allowed to only give one MAPT-CCR test, Reading or Math? I can’t remember because we have been giving both for several years to show as many gains as possible.
2. **Answer**: Programs do not have to administer both MAPT-CCR for Reading and MAPT-CCR for Math, but they can if they so choose to. Please see page 8 of [the ACLS Assessment Manual](http://www.doe.mass.edu/acls/assessment/): ***“Pre- and Post-Testing of ABE Students at Levels 3, 4, and 5****:*

*ABE students at levels 3 (GLE 4-5.9), 4 (GLE 6-8.9), and 5 (GLE 9-10.9) are* ***no longer*** *required to be pre- and post-tested tested in both reading and math. These students must be pre- and post-tested with* ***either*** *the MAPT-CCR for Reading* ***or*** *MAPT-CCR for Math. For programs in correctional institutions and workplace education programs where students may not have access to internet-connected computers, the TABE 11/12-forms E, M, D, A, Reading* ***or*** *Math subtests may be used.* ***However,*** *programs are* ***encouraged*** *to pre- and post-test students at these levels in* ***both*** *reading and math to increase the likelihood of measurable skill gains (MSG) outcomes. Students enrolled in STAR classes must be pre- and post-tested in reading*.”

1. **Question**: It is a bit of a concern about moving the test forward from last year as a pre-test, many students will be out of 'classes' for close to 6 months and may have a loss of skills. We have considered pre-testing all students, even former students, but that seems daunting. Any thoughts on this?

**Answer:** Loss of learning is indeed a reality that programs should factor in when making a decision regarding moving tests forward.ACLS understands that each program is different and has therefore provided flexibility around the policy of moving tests forward to help programs start the new school year given the multifaceted logistical complexities of NRS test administration during an ongoing pandemic. This is an educational decision that programs should weigh carefullyin collaboration with their teaching staff.

1. **Question**: Has ACLS heard about any flexibility around MSG targets from OCTAE in FY2021?

**Answer**: To date, ACLS has not received any updates from OCTAE regarding flexibility around Measurable Skills Gains (MSG) targets.

1. **Question**: Could ESOL students at exit level on BEST Plus 2.0 be tested on the MAPT-CCR, if we think the level is possible for them?

**Answer**: Those students would have to transition to an ABE class. The type of service and instruction students receive must match the type of NRS students take. In other words, students cannot be enrolled in ESOL services and be tested with an ABE NRS assessment.

1. **Question**: If a student has a previous TABE CLAS-E from last FY, can I post-test the same student with remote TABE CLAS-E?

**Answer**: It is not clear what exactly this question asks. If the question refers to a test moved forward from the previous fiscal year and used as a pre-test in the new fiscal year, yes, the post-test can be a remote or physically distant in person test administration.

1. **Question**: If you start with an online test like the TABE CLAS-E, can you later in the year switch back to paper tests? Or must you continue with online?

**Answer**: Yes, if the program switches instruction to an in-person or hybrid model, students can be post-tested in person with a paper-based test (where applicable) even though their pre-test was administered remotely.

1. **Question**: Our program had a class that started this week. It is a 20 hour per week class. Technically anyone in that class that attends all hours in the first week and a half would need the MAPT-CCR test by next week?

**Answer**: Yes, as per the new pre-test policy. See page 3 of the [NRS Remote and Physically Distant In Person Test Administration: Guidance for MA NRS Test Administrators, July 2020](http://www.doe.mass.edu/acls/assessment/): *The policy that students must be pre-tested within the first 18 hours of contact/instruction is being relaxed for FY2021. In FY2021, students must be pre-tested* ***within the first******30 hours of instruction****. This policy is effective immediately.”*

1. **Question**: Can you move both reading and math assessments forward?

**Answer**: Yes, more than one assessment can be moved forward.

1. **Question**: Can we roll forward students’ test scores from the FY2020 waitlist?

**Answer**: No, only tests administered to students actively receiving services can be moved forward.

1. **Question**: If we do a live pre-test in the fall, does that mean we have to do a live post-test in the fall?

**Answer**: It is not clear what is meant by “live” pre/post-test in this question. If what is meant by this question is “must programs do physically distant in person post-tests if the pre-test is physically distant in person”, the answer is no. Programs can use one delivery mode for pre-test and a different delivery mode for post-test. However, the type of test administered for pre- and post-test must be the same (e.g., BEST Plus 2.0 for pre-test, BEST Plus 2.0 for post-test; MAPT-CCR Reading for pre-test, MAPT-CCR Reading for post-test).

1. **Question**: Will students with only smart phones be exempt until face-to-face?

**Answer**: No, until further notice from ACLS, these students will not be exempt from NRS pre/post-testing.

1. **Question**: Back to the question of whether students not able to test in person and not possessing tech to do online will be exempt.

**Answer**: See answer to Question 15 above.

1. **Question**: Is there any guidance on the remote administration of the DAR test for STAR students?

**Answer**: Dr. John Strucker will conduct a webinar on how to remotely administer the Diagnostic Reading Assessment on August 17 from 1-3 pm through the SABES ELA Curriculum and Instruction Center. More information and registration details can be found in the SABES calendar here: <https://sabes.org/event/21341>.

1. **Question**: Just to confirm: one student could take one TABE CLAS E test on the Portal and the next test on paper and that would be considered a pre- and post-test?

**Answer**: Yes, a student is allowed to take a TABE CLAS E pre-test remotely and a TABE CLAS E paper version in person with physical distancing rules in place.

1. **Question**: Are substitute testers going to be available to programs from other sites?

**Answer**: UMass Center for Educational Assessment (UMass CEA) has a list of substitute test administrators. Programs interested in hiring these substitutes can contact UMass CEA at [aclstesthelp@educ.umass.edu](mailto:aclstesthelp@educ.umass.edu).

1. **Question**: We should start implementing these new guidelines right away?

**Answer**: The new guidelines for NRS testing in Massachusetts during COVID-19 are effective July 1, 2020.

1. **Technology and Videoconferencing**
2. **Question**: What kinds of devices will the students need to use? A tablet and a Chromebook would be OK?

**Answer**: Yes, both tablets and Chromebooks that have a video camera are appropriate to administer NRS tests remotely.

1. **Question**: Is the testing given on Zoom?

**Answer**: Zoom is one example of a platform that can be used for remote NRS test administration. For more details, see page 7 of the [NRS Remote and Physically Distant In Person Test Administration: Guidance for MA NRS Test Administrators, July 2020](http://www.doe.mass.edu/acls/assessment/):

*“Remote test administration requires that test administrators and students connect via web meeting software such as Zoom, Google Meet, Microsoft Teams, GoToMeeting, Skype, or the equivalent. In all cases, programs must ensure that their web meeting software accounts permit enough time for the test to take place. All NRS-approved assessments must be proctored, and the use of web conferencing programs allows test administrators to verify student identity, to follow test delivery procedures, and to monitor the test administration.”*

1. **Question**: Can TABE CLAS E Reading be done on a phone?

**Answer**: No, TABE CLAS E tests cannot be taken on the phone.

1. **Question**: I didn’t understand how we are able to monitor students if they are sent into a breakout room alone.

**Answer**: Web conferencing programs allow test administrators to see students in breakout rooms. Please check out the [SABES Calendar](https://sabes.org/calendar) for training offerings on use of video conferencing platforms.

1. **Question**: What if we do not use Zoom? We have a Google district so use Google Meets for our programming.

**Answer**: Please see answer to Question 2 above in this section.

1. **Question**: When done in person, do both the student and the tester use their own device?

**Answer**: This depends on the type of test being administered and the capacity of each program. Please read the test specific section of part B of the [NRS Remote and Physically Distant In Person Test Administration: Guidance for MA NRS Test Administrators, July 2020](http://www.doe.mass.edu/acls/assessment/).

1. **Question**: Do we have to record the testing sessions?

**Answer**: No, testing sessions should not be recorded.

1. **Question**: Is the state considering buying Zoom licenses to allow for assessment and/or instruction?

**Answer**: There are currently no such plans for adult education at the state level. Should this change, ACLS will promptly inform programs.

1. **Question**: I don't think you can see breakout rooms in the gallery view?

**Answer**: See answer to Question 4 of this section.

1. **Question**: The person in the breakout room can get the attention of the administrator, but the administrator cannot see all people in all the rooms at once. This means that students cannot be 100% supervised during a testing session. Would that be OK?

**Answer**: See answer to Question 4 of this section.

1. **Question**: What if the majority of your students only have smartphones and no Chromebooks/laptops or computers?

**Answer**: As per test publishers’ guidelines, MAPT-CCR, TABE 11/12, and TABE CLAS E tests cannot be taken on a smartphone. ACLS and UMass CEA are currently exploring the possibility of MAPT-CCR administration on smartphones.

1. **Question**: Is there a plan to get all students Chromebooks since having a device is now as important as having a textbook?

**Answer**: Adult education funds can be used for the purchase of Chromebooks for students and staff. Test administrators should work with their program directors to address such inquiries. Program directors should work with their assigned program specialist for ~~any~~ questions related to budgets and purchase of technology devices.

1. **Assessment Trainings**
2. **Question**: How can I get staff certified to administer the MAPT-CCR?

**Answer**: Adult education practitioners interested in becoming MAPT-CCR certified test administrators can take the online, self-paced MAPT-CCR test administration training by using the following link:

<https://umassamherst.co1.qualtrics.com/jfe/form/SV_cOzTFuhOmYmilX7?Q_JFE=qdg>. This link is also posted on the ACLS assessment page:

<http://www.doe.mass.edu/acls/assessment/> and in the SABES calendar at the beginning of each month: <https://sabes.org/calendar>.

**Note**: UMass CEA is in the process of updating all online, self-paced and remote trainings to reflect the new guidelines released in the [NRS Remote and Physically Distant In Person Test Administration: Guidance for MA NRS Test Administrators, July 2020](http://www.doe.mass.edu/acls/assessment/).

1. **Question**: Do those of us who are already certified in MAPT-CCR and TABE CLAS E need to do another certification for online testing?

**Answer**: No, currently certified Massachusetts test administrators do not need to recertify but must read the [NRS Remote and Physically Distant In Person Test Administration: Guidance for MA NRS Test Administrators, July 2020](http://www.doe.mass.edu/acls/assessment/) before administering tests in FY2021.

1. **Question**: Do you have the link for the administrator training?

**Answer**: All online, self-paced and live remote test administrator trainings are posted in the SABES calendar: <https://sabes.org/calendar>.

1. **Question**: Where/How can I become certified in BEST PLUS 2.0? That was the last certification I needed to obtain and my in person training was, understandably, cancelled.

**Answer**: UMass CEA is currently in the process of scheduling remote BEST Plus 2.0 and CLAS E Writing Scoring trainings. Please watch the [SABES Calendar](https://sabes.org/calendar) and the ACLS monthly mailings for updates.

1. **Question**: Have the training dates been posted yet?

**Answer**: See answer to Question 4 of this section.

1. **Question**: Is there training for how to administer TABE CLAS E remotely?

**Answer**: The online self-paced trainings for the Administration and Scoring of CLAS E Reading, the Scoring of CLAS E Writing, and the administration and scoring of TABE 11/12 are currently being updated to reflect the new guidance. UMass CEA anticipates releasing the updated training modules before classes resume in the fall. In the interim, practitioners seeking certification can take the current self-paced online training and read the new guidance on remote test administration.

1. **Question**: For those being trained, will there be exception to 10 students they need to test? School closed, and summer classes will be out.

**Answer**: Currently there are no exceptions to the number of students practitioners seeking BEST Plus 2.0 certification need to practice testing on in order to pass the certification requirements.

1. **Question**: Is there a way to be notified as soon as these trainings are posted on SABES website?

**Answer**: Yes, ACLS and UMass CEA will send updates as soon as the new trainings are posted.

1. **Question**: I have staff that need to become MAPT-CCR and TABE 11/12 certified before our classes begin in September. Any ideas when these online trainings will be offered, if at all this summer?

**Answer**: See answer to Question 6 of this section.

1. **Question**: We pushed forward several FY2019 post-tests to be FY2020 pre-tests. For other learners, we did new pre-tests in FY2020. Our determination was that the FY2019 post-tests pushed forward and the new FY2020 pre-tests would be the same form on TABE CLAS-E: form B. So now we can push our FY2020 pre-tests forward to FY2021. Those TABE CLAS-E tests will be form B. But several learners will need new pretests—new learners AND those whose FY2019 post-tests were moved forward to FY2020. Our question is: Could we use form B for those FY2021 pre-tests, even for those whose FY2019 post-test was form B? If we can’t and have to use form A for those learners, it will mean that we will have some of our FY2021 post-tests be form A and others be form B. In the midst of all the other chaos and uncertainty, we’d like to avoid that.

**Answer**: Yes, form B can be used in this case.

1. **Question**: Will MAPT-CCR certification training be offered this summer? Now that we can test only five at a time, we may need to add certified administrators in our program.

**Answer**: See answer to Question 6 of this section.

1. **Question**: Are the trainings for new administrators or for current test administrators to learn to proctor remotely?

**Answer**: See answer to Question 6 of this section.

1. **Placement Testing**
2. **Question**: Is there guidance about placement testing? Previous to COVID-19, our intake and referral team used paper-based TABE. The cost to purchase the online TABE is prohibitive. Should programs instead use home-grown online assessments or is ACLS planning to purchase online TABE tests?

**Answer**: ACLS is currently exploring the possibility of one state-purchased TABE account. Until further notice, programs should buy TABE test administrations directly from the test publisher.

1. **Question**: Any guidance on placement for ESOL tests? We have our own, but obviously on paper. I’m assuming it would be just the same as the other tests, make it digital if possible. Correct?

**Answer**: Programs can administer homegrown placement tests remotely when physically distant in person placement testing is not possible. The following NRS assessments can also be used as placement tests:

* TABE 11/12 for programs using the MAPT-CCR for Reading and/or the MAPT-CCR for Math for pre- and post-testing purposes
* BEST Plus 2.0
* CLAS-E Writing
* CLAS-E Reading

1. **Question**: For placement only, can programs use a home-grown assessment instead of TABE?

**Answer**: Yes. See also answer to Question 2 of this section.

1. **Question**: To second another question, can we use a homegrown assessment instead of TABE for placement only?

**Answer**: Yes. See also answers to Questions 2 and 3 of this section.

1. **Test Administration Conditions**
2. **Question**: Should remote testing be done one-on-one or can group testing be administered?

**Answer**: BEST Plus 2.0 must be administered one-on-one. Depending on the program’s capacity, MAPT-CCR, TABE 11/12 and TABE CLAS E tests can be administered either one-on-one or as a small group of five students.

1. **Test Experience**
2. **Question**: What would happen if there's a tech glitch while the student is taking the test (e.g., student's computer freezes, internet stops, zoom freezes)? Would the student's responses to that point have been saved?

**Answer**: It depends on the test being administered. For MAPT-CCR and TABE online, any work students do prior to the glitch is saved. For BEST Plus 2.0, student work is not saved, and the test session would need to be restarted.

1. **Question**: Were you going to talk about the possibility of testing in groups bigger than five? And can they be all in the meeting room, or are break out rooms required?

**Answer**: ACLS and UMass CEA strongly recommend that programs start remote testing with groups of five. Once test administrators become comfortable and are able to navigate all the technical requirements of remote testing, groups can be expanded to seven students.

1. **Question**: Is the group of seven students for testing only for remote testing? Can we test more students face to face?

**Answer**: More students can be tested at a time during a physically distant in person assessment session as long as all the health safety requirements are in place. See part B of the [NRS Remote and Physically Distant In Person Test Administration: Guidance for MA NRS Test Administrators, July 2020](http://www.doe.mass.edu/acls/assessment/).

1. **MAPT-CCR Specific**
2. **Question**: Would you please provide the correct link to the MAPT-CCR testing platform?

**Answer**: MAPT-CCR OWL link for Community Adult Learning Centers (CALC) can be found [here](https://mapt-ccr.owl.umass.edu/owlj/servlet/OwlPreLogin?fxn=aclslogin&mode=loginpage&datasrc=OwlCtrEdAssess&Server=owl-ctredassess) and the MAPT-CCR OWL link for Correctional Institutions [here](https://mapt-ccr-cf.owl.umass.edu/owlj/servlet/OwlPreLogin?fxn=aclslogin&mode=loginpage&datasrc=OwlCtrEdAssess&Server=owl-ctredassess).

1. **Question**: For remote MAPT-CCR, is it ok for students to use scrap paper? For math they usually do in person.

**Answer**: Yes, this is allowed.

1. **Question**: Is there a MAPT-CCR 'test' site that programs could use to test out their meeting platform and try out the features? We recommend that staff try new tools out among staff before trying them with students. Not sure if that's possible with practicing to administer the MAPT.

**Answer**: Program staff who are certified to administer the MAPT-CCR can use their test administrator login to access the *Sample Questions* and *Practice Tests* in order to test out the meeting platform and try out the experience of remote testing.

1. **Question**: Would you consider sending username/password and link to test site via WhatsApp “secure”?

**Answer**: Programs should use their best judgment when selecting a method to send username/password information.

1. **Question**: Can you do MAPT-CCR on tablets?

**Answer**: Yes, MAPT-CCR can be taken on tablets.

1. **Question**: Is it possible for a student to take screen shots of questions that can be inappropriately passed on or kept?

**Answer**: This is a possibility. Test administrators have a responsibility to maintain the security of test forms when tests are administered remotely. They should use the web conferencing video feeds to monitor students for cheating behaviors (e.g., movement in physical space, use of cellphone, reflection of another screen in glasses or other reflective surface). At any time, students can be asked to share their screen with the test administrator; if they fail to comply, the test session will be invalidated. Test administrators should remind students that while taking a test remotely they may not receive help on test content from anyone; if they fail to comply, the test session may be invalidated.

1. **Question**: Can you eliminate the possibility that students can log in outside of scheduled test sessions?

**Answer**: No, but UMass CEA can flag unusual times of day/night when test sessions are taken and can invalidate those sessions.

1. **Question**: What is the date that we can begin to MAPT-CCR test?

**Answer**: The guidelines for remote and physically distant in-person assessment have been in effect since July 1, 2020.

1. **BEST Plus 2.0 Specific**
2. **Question**: Is it OK to use two computers for BEST Plus 2.0? One has the test and the other has the student on video, then show the pictures by facing the two computers to one another?

**Answer**: Yes. The guidance from the [Center for Applied Linguistics (CAL) on the remote administration of BEST Plus 2.0](http://www.cal.org/aea/covid-19/) reads: “For the computer-based version of BEST Plus 2.0, we recommend that test administrators use two devices: one to display the video-based connection (e.g., call or conference) with the student, and a second device to run the BEST Plus 2.0 software. If two devices aren’t available to the test administrator, then a single device can be used. Students must also use a video-enabled device.”

1. **Question**: Can the pictures be copied and handed out?

**Answer**: No. In order to preserve test security, test administrators may not make copies of picture test items of the BEST Plus 2.0.

1. **Question**: How would you know which pictures will come up?

**Answer**: BEST Plus 2.0 is a self-adaptive test, which means that computer software selects test items appropriate to the examinee's ability, therefore test administrators and examinees will not know which pictures will come up.

1. **Question**: Are both tester and students wearing masks for BEST Plus 2.0 when oral comprehension is critical?

**Answer**: Due to the COVID-19 pandemic, face masks are necessary to maintain the health and safety of both the examinee and the test administrator. If face masks cannot for any reason be worn, a plexiglass divider can be installed between the examinee and the test administrator.

1. **Question**: Will BEST Plus 2.0 tests be available online?

**Answer**: BEST Plus 2.0 test items are not available on an online platform. The BEST Plus 2.0 software is available on USB thumb drive, which includes the test administration software, score management guide, test transfer program, and practice software. Test administrators must have the BEST Plus 2.0 software installed prior to administering the test remotely via a video conferencing platform. BEST Plus 2.0 software can only be installed on a PC running Windows XP or higher operating system.

1. **Question**: Will training be provided to administer BEST Plus 2.0 remotely?

**Answer**: UMass CEA is currently updating the BEST Plus 2.0 training and training dates will be posted in the [SABES Calendar](https://www.sabes.org/calendar) soon.

1. **Question**: Will BEST Plus 2.0 recertification training be online?

**Answer**: BEST Plus 2.0 recertification will continue to be online as it has been for the last several years.

1. **Question**: Recertification uses a DVD for training? The DVD isn't online.

**Answer**: Recertification procedures will be announced in December 2020/January 2021.

1. **Question**: Regarding BEST Plus 2.0 administration, in addition to the USB drive, I read in the new assessment guidelines that free digital files will be available from the publisher. Is this information correct?

**Answer**: Center for Applied Linguistics (CAL), the publisher of BEST Plus 2.0, made numerous files available in Spring 2020. It is not clear if these files will continue to be offered in 2020 and 2021. Please contact the UMass CEA if there are specific BEST Plus 2.0 resources that you are interested in obtaining.

1. **Question**: Can it be installed on a PC at home for remote?

**Answer**: The BEST Plus 2.0 software can be installed on a home PC running Windows XP or higher operating system

1. **Question**: So, we can repeat without decreasing their comprehension score?

**Answer**: In cases where there may be a technical glitch, the test administrator may repeat only once.

1. **Question**: So BEST Plus 2.0 could be administered with students who only have smartphones?

**Answer**: BEST Plus 2.0 can be taken on the phone as long as the phone allows for video conferencing.

1. **TABE Administrations/DRC INSIGHT Platform**
2. **Question**: Does anyone know how much the administrations cost?

**Answer**: Pricing information for TABE tests is available on the Data Recognition Corporation (DRC) website: <https://tabetest.com/order-forms/>.

1. **Question**: Did I read correctly that TABE CLAS E admins must be purchased in groups of 500? Is that for both locator and test?

**Answer**: A minimum purchase of 500 test administration is correct for TABE CLAS E tests. For more information, please refer to the DRC website: <https://tabetest.com/order-forms/>. However, programs have the option to participate in the TABE CLAS E online pilot and thus have access to unlimited subtest administrations until the end of the pilot period (October 31, 2020).

1. **Question**: Might there be a way for either DESE or programs to pool orders to access smaller test amounts?

**Answer**: ACLS is currently exploring this option. Until further notice, programs should purchase test administrations (except for the MAPT-CCR which is free of cost) directly from test publishers.

1. **Question**: Can programs share them? It'll take us years to go through 500 tests.

**Answer**: It is up to each individual program to decide how to manage test administrations.

1. **Question**: Can DESE purchase and have programs buy what they need from DESE?

**Answer**: See answer to Question 3 of this section.

1. **Question**: How do we access the DRC Portal?

**Answer**: Programs must purchase test administrations first before opening an account to access the DRC INSIGHT System. For more information on the DRC INSIGHT System, please follow this link: <https://tabetest.com/insight/>.

1. **Question**: If you purchase administrations for the DRC Online Portal, are you choosing up-front the Reading or Writing? Or are they generic administrations that we can later decide which subtest to us?

**Answer**: When purchasing administrations, programs are buying generic administrations that can be used for either TABE CLAS E subtest as needed.

1. **Question**: Will we have access to the DRC Portal once we purchase administrations (from the vendor or from DESE)?

**Answer**: Yes. However, test administrators and students can access the test practice site without a test purchase: <https://wbte.drcedirect.com/TABE/portals/tabe>. Once on this page, click on the *Online Tools Training* tab.

1. **Question**: For screening/isolation procedures for what happens if a student becomes sick or show symptoms of illness while on-site, will we have to submit these to DESE?

**Answer:** Programs should develop procedures and protocols to manage the appearance of COVID-19 cases on site. Please also see the [DESE COVID-19 FAQ document](http://www.doe.mass.edu/covid19/faq/) in particular answers to questions 6, 7, 8, 9 of the *Health and Safety* section.

1. **Question**: Can we have a training specifically on assessing, administering, and collecting data using the DRC portal? How do we get scores? How do we access the portal, etc.?

**Answer**: The UMass CEA is planning to run a webinar (and make a recording available) of procedures for using the DRC INSIGHT Portal.

1. **Question**: Will more time be given for the folios?

**Answer**: No. The time limits for the test items in the CLAS E Writing expository folios remain the same regardless of paper-based or DRC INSIGHT Portal delivery.

1. **Question**: I think I know the answer already, but will students get more time in each TABE section to accommodate the change to typing answers?

**Answer:** No, as per DRC guidelines, students will not be granted more time.

1. **Question**: How do we get access to DRC INSIGHT Portal?

**Answer**: See answer to Question 8 of this section.

1. **Question**: Do we have to purchase these CLAS-E remote tests?

**Answer**: Programs that choose to administer CLAS E tests remotely must purchase CLAS E online test administrations. CLAS E paper tests may not be administered remotely.

1. **Question**: Just so I understand, the reading test booklets are online for students?

**Answer**: Yes, the CLAS E Reading test is now in an online version as well.

1. **Question**: How do the DRC INSIGHT Portal prices compare with the paper test?

**Answer**: Information about online and paper versions of TABE tests can be found here:

<https://tabetest.com/order-forms/>.

1. **Question**: So just to be clear, the TABE CLAS E will now be like the BEST Plus 2.0 wherein each administered test has a cost, correct?

**Answer**: Yes, this is correct.

1. **Question**: $1,100 is cost prohibitive for smaller programs. Our current budget for paper-based testing is $600. Any advice on cost savings would be appreciated.

**Answer**: Program directors should consult with their assigned ACLS program specialist regarding budget-related decisions.

1. **Question**: Do you have any information about whether DCR will score the folios?

**Answer**: DRC will not score the CLAS E Writing Expository Folio test items. These must still be scored by certified test scorers who have completed the training in CLAS-E Writing Scoring.

1. **Personal protective Equipment (PPE)**
2. **Question**: Does DESE have access to PPE for us? Haven’t been able to obtain disinfecting wipes, etc.

**Answer**: ACLS does not purchase PPE for adult education providers. For more information on purchasing PPE, see <http://www.doe.mass.edu/covid19/on-desktop.html>.

1. **Question**: I know we can purchase them, having trouble obtaining them from our current vendors. They are not available to us, only hospitals, medical facilities, the priority. A list of the vendors will be helpful.

**Answer**: Information on Massachusetts PPE vendors can be found here:

<https://www.mass.gov/info-details/covid-19-statewide-contract-resources-for-ppe#ppe-list-of-vendors->.

1. **Question**: It would be great to receive guidance about where we can get PPE, including funding for this and where it can be accessed.

**Answer**: ACLS-funded programs can use adult education funds to purchase PPE. Program directors should contact their ACLS assigned program specialist to discuss such expenses.

1. **Question**: What about use of face shields?

**Answer**: Face shields are PPE and can be purchased with adult education funds.

1. **Slides and Communication**
2. **Question**: Will these slides be sent out after webinar?

**Answer**: The PPT slide deck and webinar recording will be posted on the state as a partner website: <https://sites.google.com/view/acls-state-as-partner-site/home>.

1. **Question**: I know you are referencing guidelines that have been sent out. I am newer to my position and do not know where to look to see these "guidelines". Can anyone assist?

**Answer**: The latest ACLS assessment guidelines can be found here: <http://www.doe.mass.edu/acls/> and here: <http://www.doe.mass.edu/acls/assessment/>.