

# Remote Proctor Training for TABE 11&12

## iLearn Instruction Sheet

Welcome to Remote Proctor Training for TABE 11 & 12. This course consists of two videos and a quiz and will take approximately 1 hour to complete. The TABE 11&12 Remote Proctor Training course is the required training for any person who will remotely administer the TABE 11&12 tests in an ICCB-funded adult education program or as part of a Title 1 partner agency. It is also required for program administrators or anyone who will schedule or set up remote TABE tests in the DRC Insight Platform. The prerequisite to this course is to complete the TABE 11&12 Training Courses #1 & #2 in iLearn.

Contact [ciaescwiu@gmail.com](mailto:ciaescwiu@gmail.com) or 309-756-2194 if you need support.

In preparation for this online training there are a few things you must do:

- You must enable “cookies” on your browser.
- It will be necessary to print one handout to follow along during the course.
- Videos are included in the training, so the computer you use must have speakers.

**It is recommended you NOT use Internet Explorer while working in iLEARN. Please use either Firefox or Chrome.**

### Quick Steps

- Go to: <https://ilearn.iccb.org/ilearn/> (see page 2)
- For **existing iLEARN users**: Enter your username and password (see page 2)
- If you are a **new user**, you will be required to create a new account (see pages 3-5)
- Click on **List of Courses**, **Assessment** and then **Remote Proctor Training for TABE 11 & 12** course (see pages 6-7)
- Time to get started by reading the **Welcome** (see page 8)

## iLEARN Website

Let's Begin! Go to: <https://ilearn.iccb.org/ilearn/> . Below is the page that you will see. You may log in by clicking on "You are not logged in. ([Log in](#))" indicated by the **Red Arrow**.



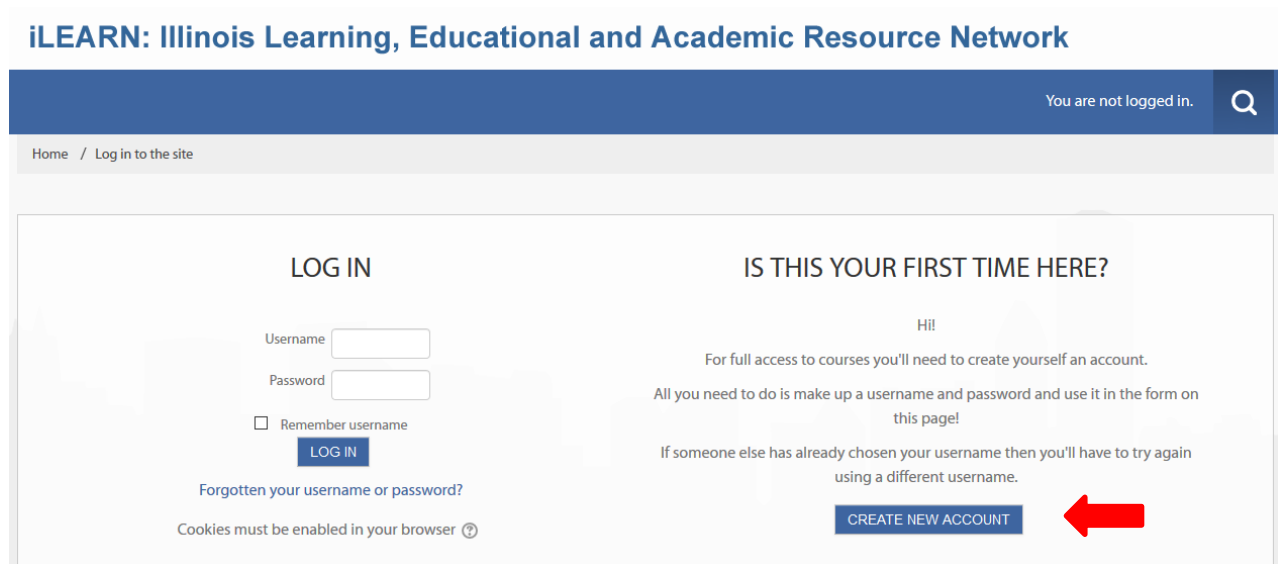
## Existing iLEARN Users

When you click on **Log in** as indicated above you will be taken to the page shown below. If this is not your first time working in iLEARN, you will already have a username and password. Please enter your username and password exactly as you did before, remembering that they are case sensitive. After typing in your username and password, click on the **Log in** button (see the **Green Arrow** below). Please skip to page 6 for further instructions on how to log into the course.


A screenshot of the iLEARN login page. The header is the same as the previous image. Below the header is a navigation bar with the text "Home / Log in to the site". The main content area is divided into two columns. The left column is titled "LOG IN" and contains a login form with fields for "Username" and "Password", a checkbox for "Remember username", and a blue "LOG IN" button. A green arrow points to the "LOG IN" button. Below the form is a link for "Forgotten your username or password?". The right column is titled "IS THIS YOUR FIRST TIME HERE?" and contains text explaining that users need to create an account for full access. It includes a "CREATE NEW ACCOUNT" button. At the bottom of the page, there is a note: "Cookies must be enabled in your browser ?".

## New (First) Time Users – Create a New Account

The first requirement is to create a new account. To create a new account, click on the **Create New Account** button indicated by the **Red Arrow** below. Do not enter a username or password yet.



iLEARN: Illinois Learning, Educational and Academic Resource Network

You are not logged in. 

Home / Log in to the site

**LOG IN**


Username

Password

☐ Remember username

**LOG IN**

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

**IS THIS YOUR FIRST TIME HERE?**

Hi!

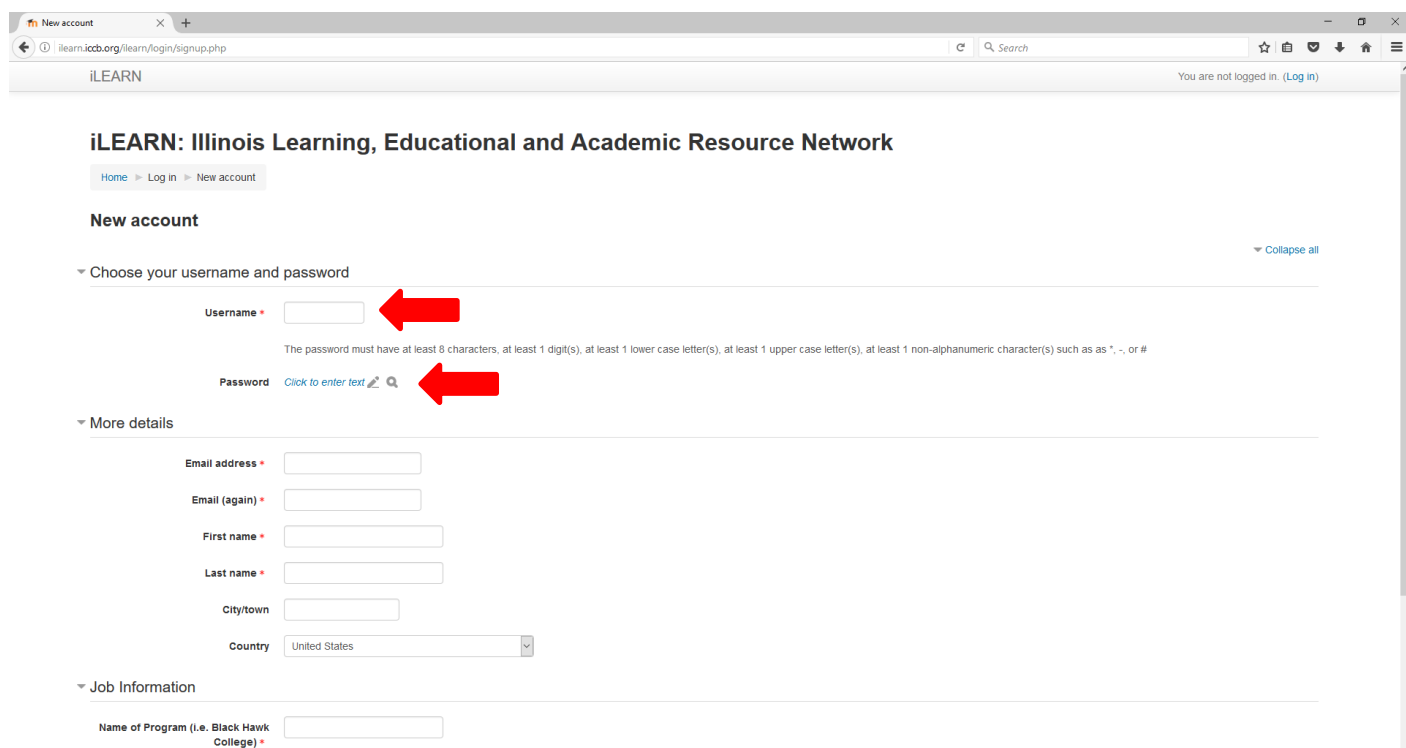
For full access to courses you'll need to create yourself an account.

All you need to do is make up a username and password and use it in the form on this page!

If someone else has already chosen your username then you'll have to try again using a different username.

**CREATE NEW ACCOUNT**

By clicking on the **Create New Account** button you will be taken to the **Profile Screen** shown below. Now you must create a username and password in the spaces indicated by the **Red Arrows**. Follow the directions given below this screen to complete the username and password and to complete your profile.



New account

iLEARN: Illinois Learning, Educational and Academic Resource Network

Home > Log in > New account


**New account**

[Collapse all](#)

▼ Choose your username and password

Username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #

Password [Click to enter text](#) 

▼ More details

Email address

Email (again)

First name

Last name

City/town

Country

▼ Job Information

Name of Program (i.e. Black Hawk College)

## Creating a New Account (continued)

If this is your first time to visit iLEARN, you will need to create a username and password. We would suggest that you use the first initial from your first name and your entire last name as your username. For example; Dawn Hughes would be dhughes.

If you have a common last name, someone may already be using your login (i.e. jsmith or mjohnson), so you will have to add a character to your username. In the case of jsmith, I would use jpsmith or jsmith5. The iLEARN site will let you know if the username you are trying to use is already in use by someone else.

Your password has to be a minimum of 8 characters. Your password must also include all of the following:

- at least one uppercase letter from the alphabet
- at least one lowercase letter from the alphabet
- one symbol
- at least one number

For example; Wyoming@65 would be a good, strong password that would be hard for evil hackers to break.

**Be sure to write your username and password down in a secure place.** You must use the **same** name and password every time that you visit iLEARN in the future.

You are required (\*) to submit the following information in your **Edit Profile** section:

- First Name
- Surname (In the U.S. we say Last Name)
- Email Address
- City/Town
- Select a Country (I think they like to brag about their worldwide usage)
- Program (i.e. Black Hawk College, Elgin Community College, Chinese Mutual Aid Assn.)
- Job Title (i.e. ABE/ASE Instructor, ESL Instructor)

When you are done entering the required information, click on the **Create my new account** button located at the bottom of the page indicated by the **Red Arrow**.

~ More details

Email address \*

Email (again) \*

First name \*

Last name \*


City/town

Country

~ Job Information

Name of Program (i.e. Black Hawk College) \*

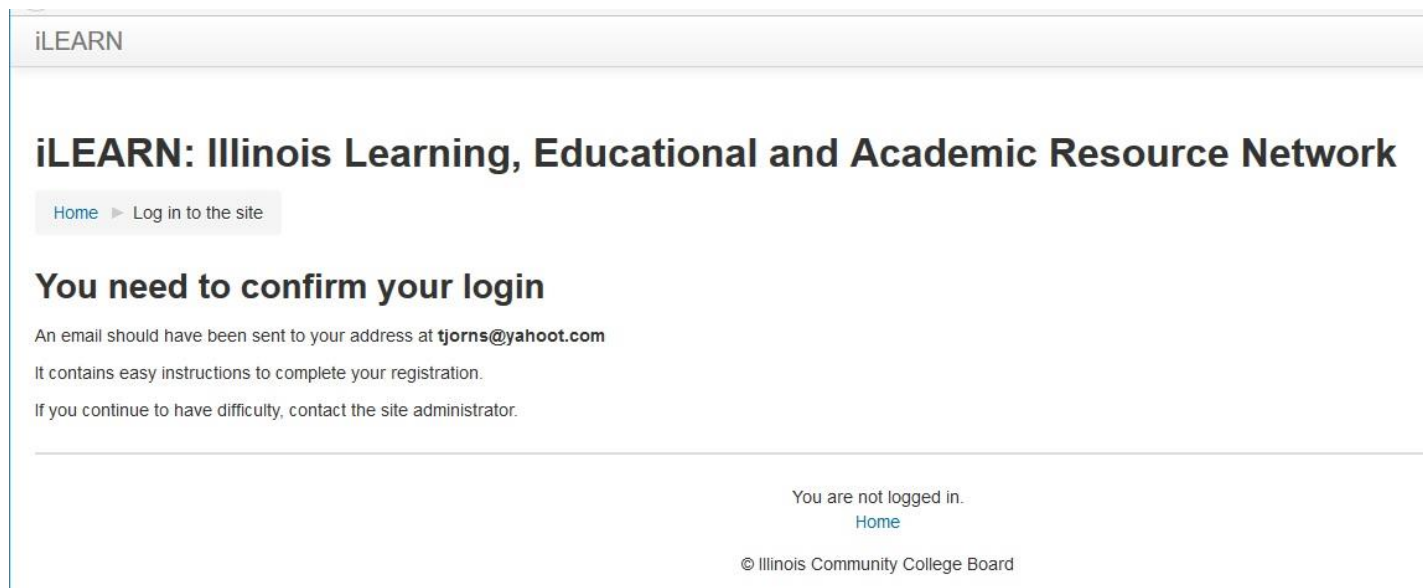
Job Title \*



There are required fields in this form marked \*

## Creating a New Account (continued)

The following screen will pop up next. You will then be asked to **confirm your login**. An email will be sent to the email address that you enter. Please go to your email and confirm your login to proceed.

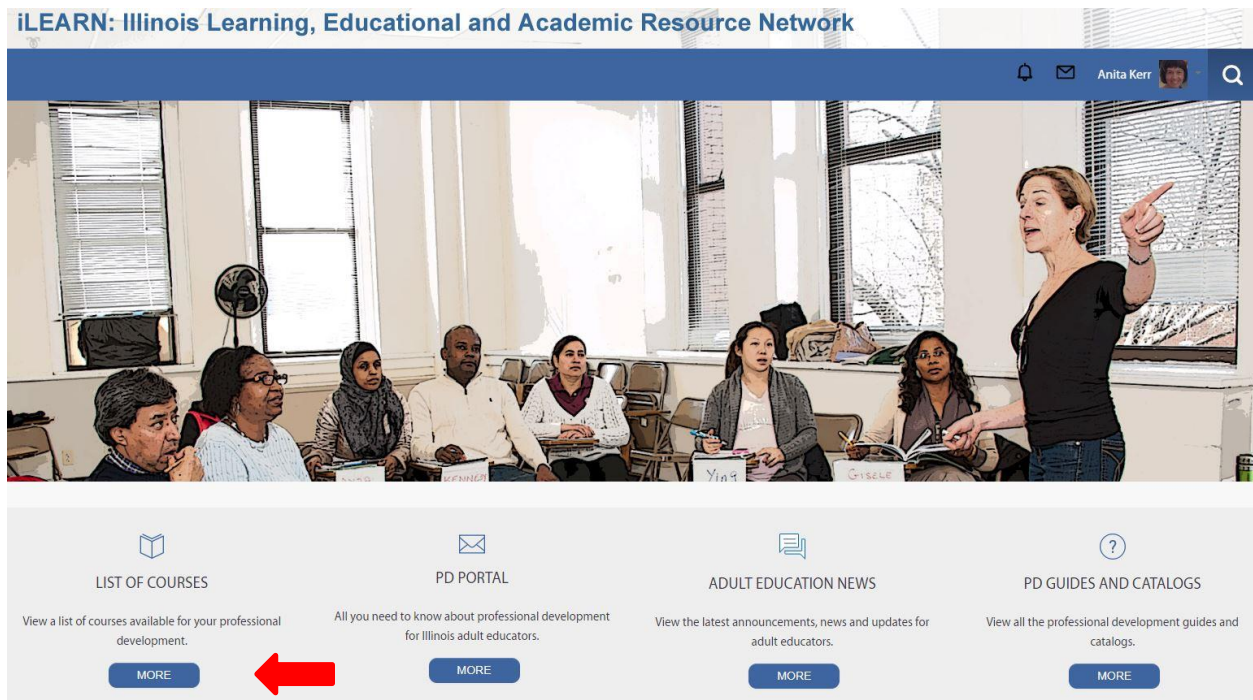


Check your email and you should have a message similar to the one shown below. Todd Jorns, the site administrator, was good enough to share his screen with the included instructions for the next step.

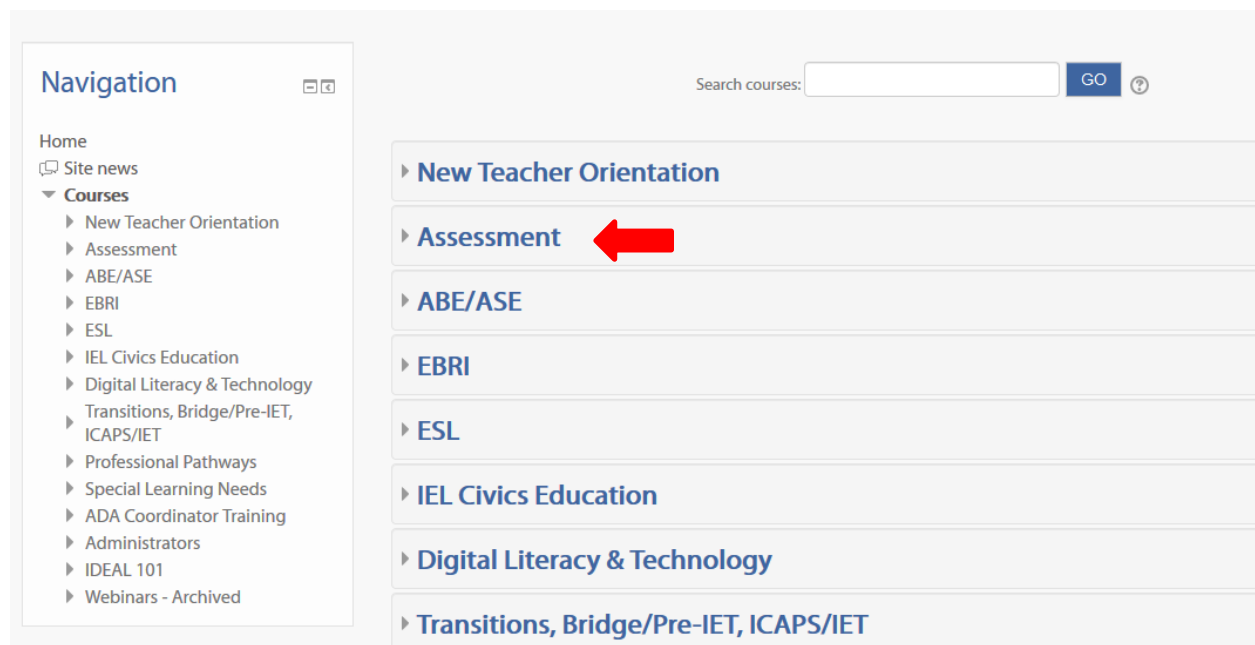


## Now – Let's Begin the Course

The home page shows an icon titled **List of Courses** that are located at the iLEARN website. Click that button to see all the course categories available.



Click **ASSESSMENT** to enter that course category. The **Red Arrow** below is pointing at the link (line of text) you should click on.




## Selecting a Course

After clicking on Assessment, you will be taken to the page shown below. You can tell where you are by looking at the line indicated by the **Green Arrow**. Words are added to or taken away from this area as you click through the website and course. It is referred to as the “breadcrumbs” line because it lets you know where you are in the website. You can click on any breadcrumb words to back up to that area of the website. Just watch the breadcrumb line as you work your way around the website.

This page lists the course or courses you have registered for in the iLEARN site. In the example below, the Remote Proctor Training course is listed sixth meaning you will have to scroll down to find the listing. To enter the class, click on **Remote Proctor Training for TABE 11 & 12**, indicated by the **Red Arrow**.

iLEARN: Illinois Learning, Educational and Academic Resource Network

You are not logged in. (Log in) 

**TABE 11 & 12 (for ICCB-funded programs) Course #2**

This course is a component of the TABE 11&12 mandatory training series for adult educators, as required by ICCB for ICCB-funded programs that administer the TABE 11&12. Course #2 is required for all TABE test administrators. Course #1 is the prerequisite - you must complete Course #1 before taking Course #2. Email any questions you have about TABE 11&12 to [ciaescwlu@gmail.com](mailto:ciaescwlu@gmail.com)  
Teacher: Amber Fornaciari  
Teacher: Anita Kerr

**TABE 11 & 12 Training for Title I**

This course is the TABE 11&12 training for Title I staff. Both Part 1 and Part 2 are required. If you do not have the enrollment key, please contact Lora Dhom at [Lora.Dhom@illinois.gov](mailto:Lora.Dhom@illinois.gov)  
Any questions about the content of the course can be directed to [ciaescwlu@gmail.com](mailto:ciaescwlu@gmail.com)  
Teacher: Amber Fornaciari  
Teacher: Anita Kerr

**Remote Proctor Training for TABE 11 & 12**

This iLearn course is the required training for any person who will remotely administer TABE 11&12 tests in an ICCB-funded adult education program or as part of a Title I partner agency. It is also required for program administrators and anyone who will schedule or set up remote TABE tests in the DRC Insight Platform. The prerequisite to this course is to complete the TABE 11&12 Training Parts 1&2 iLearn course. Email any questions you have about TABE 11&12 to [ciaescwlu@gmail.com](mailto:ciaescwlu@gmail.com)  
Teacher: Amber Fornaciari  
Teacher: Anita Kerr

You now must click on **Enroll Me** to enter the course.



## Welcome to Remote Proctor Training for TABE 11&12

You should now have entered the Remote Proctor Training for TABE 11&12 course. Read the welcome and then begin the lesson.

### TABE 11&12 Remote Proctor Training

**It is recommended you NOT use Internet Explorer while working in iLearn. Please use either Firefox or Chrome.**

#### COURSE DESCRIPTION

This iLearn course is the required training for any person who will remotely administer TABE 11&12 tests in an ICCB-funded adult education program or as part of a Title 1 partner agency. It is also required for program administrators and anyone who will schedule or set up remote TABE tests in the DRC Insight Platform. The prerequisite to this course is to complete the TABE 11&12 Training Parts 1&2 iLearn course.

Data Recognition Corporation (DRC) is temporarily allowing the TABE 11&12 to be administered remotely using a web conferencing platform for proctoring. This course includes remote testing guidelines from DRC and Illinois-specific policy and recommendations that programs need in order to successfully administer TABE tests remotely.

Content includes:

- requirements for remote testing (both program and system requirements)
- instructions for creating and managing web meetings
- TABE test administration guidelines regarding test sessions, test tickets, and Insight reports
- guidance for establishing best practices for remote testing

This iLearn course consists of two short videos and two sets of quiz questions, which must be passed with a minimum score of 80% in order to receive your certificate of completion. This course is worth 1 hour of professional development.

Email any questions you have about TABE 11&12 to [ciaescwiu@gmail.com](mailto:ciaescwiu@gmail.com)

#### HANDOUTS

**You must print the first handout below - *TABE Examiner Instructions for Remote Testing* - and follow along in the document during this course. The three other documents are for your reference later.**

 [TABE Examiner Instructions for Remote Testing \\*PLEASE PRINT\\*](#)

 [TABE Student Instructions for Remote Testing](#)

 [TABE Examiner Instructions for Locator Testing](#)

Once you have completed each video, you will complete the quiz question to demonstrate what you have learned. You have to successfully complete this quiz in order to print the Certificate of Completion.

Be sure to print your certificate and save or share with your program administrator.

### Resources and Certificate of Completion

 [Remote Testing Schedule and Tracking Sample](#)

This is a link to a Google Sheet. To edit it and make it your own, go to the "file" menu and click "Make a copy." This will provide you with your own copy of the document.

 [TABE 11&12 Remote Proctor Training Certificate](#)

**Restricted** Not available unless: You get a particular score in **Remote Proctoring TABE 11&12**