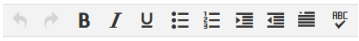
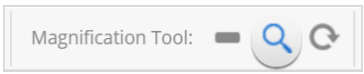
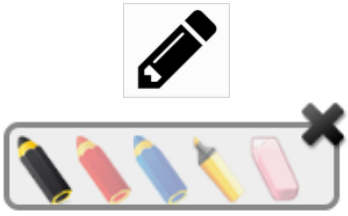
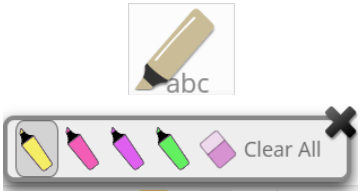
Online Testing Universal Tools

The following tools are available to all students when testing online.

Icon	Description
	Tabs are labeled with the tab name. Some questions may require you to read more than one source. Use the tabs at the top of the sources to switch between multiple sources.
	Use the **right pointing arrow** to expand the passage to full screen in the kiosk, click the arrow again to return to the default view. Use the **left pointing arrow** to expand the question to full screen in the kiosk, click the arrow again to return to the default view.
	Most constructed response items will have a series of **writing tools** that are shown with the symbols for redo, undo, bold, italicize, underline, bullet list, numbered list, increase paragraph indent, decrease paragraph indent, and spell checker.
	**Magnification:** Use the Magnification tool to zoom your screen to 100%, 150%, 200% or 300%.
	**Sketch:** Use the Sketch tool to sketch, highlight or underline text on the screen. Use the eraser icon to erase sketches or highlighted text.
	**Highlighter:** Use the Highlighter tool to select text and highlight the selection. Use the eraser icon to erase the highlighted text. To clear all highlighting on the screen, click Clear All.
	Line Reader: Use the Line Reader tool to move the tool up and down to help you read the text on the screen.
	Answer Eliminator: Use the Answer Eliminator tool to cross-out multiple-choice answers on a test. Answer choices may not be selected while they are crossed-out.

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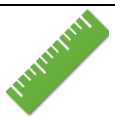
Icon	Description
	General Masking: Use the General Masking tool to hide or mask certain portions of the screen; you may add multiple masking squares as well as reposition and resize the squares on the screen to hide more or less of the screen.
	Notepad: Use the Notepad tool to type notes in the notepad for each separate test question. Notes on passages are viewable for all items pertaining to the passage. The notepad can be moved around on the screen as desired.
	**Ruler:** Some science test questions may require the use of an online ruler. Use the Ruler tool to answer those questions.
	Protractor: Some science test questions may require the use of an online protractor. Use the Protractor tool to answer those questions.
	Basic Calculator: Some science test questions may require the use of a calculator. Use the Basic Calculator tool as you would use any calculator, but make sure you type your answer in the text box provided or select the correct answer.
	Reference Sheet: Use the Reference Sheet tool to view additional information that may help you answer the test questions. The reference sheet can be moved around on the screen as desired.
	Bookmark: Bookmark or save items to come back to later by clicking the star icon. The Jump to Question icon is a picture of a down arrow. Click the down arrow to be taken to a test review screen to jump to another test question.
	Click the **Clear button** if you want to clear your entire answer from the screen.
	Click the **Next button** to move to the next test question.
	Click the **Back button** to move to the previous test question.
	Click the **Finish button** to submit your test; this button only appears on the last item of the session.

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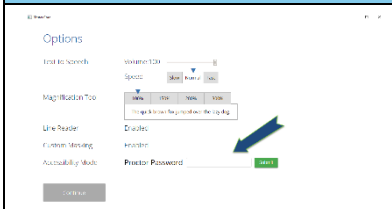
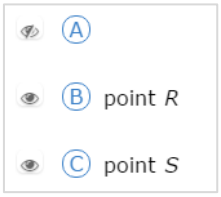
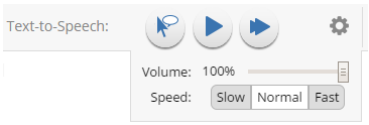
Online Testing Accommodations

The following accommodations are available to some students when testing online.

Icon	Description
	**Accessibility Mode:** The proctor will be required to enter the proctor password on the Options page to enable Accessibility Mode. When enabled, you will be allowed to use assistive technology while testing.
	**Answer Masking:** Use the Answer Masking tool to hide an answer option. This will help you narrow down your correct answer. Click the eye icon again to display the answer option again.
	Color Contrast: Use the Color Contrast tool to change the background color and text color of the test content.
	ASL Video: The ASL video will be open by default. Click on the minimize icon to close the ASL video. Click on the ASL video tool icon from the header to open the video back up again. Clicking on the down arrow within the video player will display a list of videos for source and question. This will allow you to switch between the videos. You may also use the play, pause, and stop buttons within the video player. The video player can be moved around on the screen as desired.
	The **Text-to-Speech** tools are used to control the text to speech features. • Click the Selector button to listen to a specific portion of the source or item again. • Click the Play button to listen to the entire item from beginning to end. You may pause or stop at any time. • Click the Skip button to skip listening to the source and go directly to the test question. • Click the Gear icon button to change the volume or speed of the text being read aloud.

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