

# Technology Skills Checklist for Online Assessment

## Background Information

The Office of Special Education Programs, US Department of Education, awarded the University of Kentucky, in collaboration with CAST, a Directed Research Project grant entitled *Universal Design of Assessment: Applications of Technology*. This three-year project is examining the role of computers in increasing access to large-scale assessments for students with disabilities. One of the research activities of this project is to identify the prerequisite skills for students to successfully access and use a computer-based assessment, more specifically, Kentucky's CATS (Commonwealth Accountability Testing System) Online.


## Purpose

The resulting *Technology Skills Checklist for Online Assessment* is intended for use by school staff in Kentucky and elsewhere in preparation for and in administration of electronic accessible assessments. This checklist provides a tool with which to: 1) analyze a specific online assessment to determine what skills are necessary for all students; and 2) assess each student who will be taking the online assessment to determine what skills the student demonstrates and what skills the student needs to acquire prior to taking the assessment. The skills are divided into five areas: Basic Computer, Keyboarding, Word Processing, Text-Reader/Screen-Reader, and Interaction with Online Assessment.

## Instructions for Use

### Analyze Skill Requirements of A Specific Online Assessment

**N** *Skills Needed for a Specific Online Assessment.* Identify each skill that is required of all students taking a specific online assessment. Check the box in this column if students need that skill in order to take the assessment.

 *Additional Skills for Specific Online Assessment.* Since each online assessment has unique characteristics, additional skills may be needed on the checklist. In each of the five areas, space has been provided to add skills for the specific assessment that the student will be taking.

### Determine Prerequisite Skills of An Individual Student

**+** *Skills Demonstrated by Individual Student.* For each skill checked in the "N" column, check the box in this column if the student currently demonstrates the skill.

**—** *Skills To Be Acquired by Individual Student.* For each skill checked in the "N" column, check the box in this column if an individual student does not demonstrate the skill. The checked skills in this column represent those the student needs to acquire prior to taking the online assessment.

### Check Hardware, Software, Environment

In addition to student prerequisite skills, areas that require attention prior to and during administration of an online assessment include: Hardware/Software Operation, Screen-Reader/Text-Reader Features, LEP Considerations, and Environmental Concerns. For items in these areas, follow the above procedures for: 1) determining if the item needs to be checked, 2) if it is operational, and 3) if it needs additional attention prior to and/or during the assessment.

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# Technology Skills Checklist for Online Assessment

Student \_\_\_\_\_

Date \_\_\_\_\_

School \_\_\_\_\_

Grade Level \_\_\_\_\_

Teacher \_\_\_\_\_

Assessment \_\_\_\_\_

## Skills Needed by Student for Online Assessment

**N** Check in this column each skill that is **needed** for the **specific assessment** that the student will be taking.

**+** Check in this column each skill that the student currently **demonstrates**.

**-** Check in this column each skill that the student **needs to acquire** before taking the assessment.

◆ Write in **additional skills** that are specific to the assessment that the student will be taking.

Basic Computer Skills		N	+	-
1.	Demonstrate correct use of computer (clean hands, no food/drinks, press keys gently, no magnets, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identify parts of a computer system (e.g. monitor, keyboard, mouse and/or trackball, printer, headset and/or speakers, CD-ROM drive, disk drive, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identify storage media (e.g., floppy disk, CD-ROM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Start up computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Shut down computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Move mouse pointer on screen (i.e., demonstrate pointing accuracy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Use a mouse to single-click	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Use a mouse to double-click	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Use a mouse to right-click	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Use a mouse to highlight text on a screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Use a mouse to click and drag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Start a program from the Program Menu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Start a program by activating an icon on the desktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Exit a program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Close a file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Switch between two open programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	When working in a program, return to program menu and/or main menu (specific to on-line assessment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Open a window (dialogue box) in a program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Close a window (dialogue box) in a program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Save file to the desktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Save file to a folder on the computer hard drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Print a document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Use a word processor to create a document (see word processing section for more specific items)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Basic Computer Skills - Continued</b>		<b>N</b>	<b>+</b>	<b>-</b>
24.	Access information on-line – use a web browser ( <i>see interaction with assessment section for more specific items</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Use the scroll bar to move up and down on a screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Use the scroll bar to move left and right on a screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Keyboarding Skills</b>		<b>N</b>	<b>+</b>	<b>-</b>
27.	Identify, locate, and use letter, number, and punctuation keys to enter characters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Use enter/return key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Use space bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Use delete key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Use backspace key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Use shift key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Use caps lock key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	Use escape key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	Use tab key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	Use number pad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	Use keyboard to type letters and numerals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	Use keyboard to type first and last name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	Enter characters with reasonable accuracy (i.e., 85%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	Enter characters with reasonable speed (i.e., 11-15 words per minute)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41.	Use single-click function of the mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42.	Use double-click function of the mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43.	Use click and drag function of the mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Word Processing Skills</b>		<b>N</b>	<b>+</b>	<b>-</b>
44.	Start a new word processing file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45.	Open existing document from a specific location (e.g., desktop, folder on hard drive, floppy disk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46.	Use cursor (flashing I-beam) to type/insert text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47.	Use keyboard to type words/sentences/stories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.	Locate and enter punctuation marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49.	Compose at the keyboard (i.e., create an open response without first writing on paper)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50.	Insert letters, words, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51.	Delete letters/words, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Word Processing Skills - Continued</b>		<b>N</b>	<b>+</b>	<b>-</b>
52.	Replace letters/words, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53.	Copy letters, words, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54.	Paste letters, words, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55.	Use the spacebar correctly to separate words	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56.	Use the shift key for capitalization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57.	Revise a document (correct spelling, change, delete, move, insert, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58.	Edit for spelling using the spell checker (i.e., identify misspelled words and choose appropriate correction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59.	Save a document to a specific location (e.g., desktop, folder on hard drive, floppy disk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60.	Print a file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61.	Close a file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62.	Exit a program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63.	Undo last text entry, commands, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64.	Format text (e.g., font, font size, bold, italics, justification)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◇		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◇		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Text-Reader or Screen-Reader Skills</b>		<b>N</b>	<b>+</b>	<b>-</b>
<i>Text-Reader – Read and Write (Texthelp Systems)</i>				
65.	Highlight text (single words, single sentences, entire item)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66.	Read highlighted text (with text/screen reader)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67.	Use word prediction feature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68.	Use spell checker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69.	Use dictionary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70.	Review story	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71.	Change voice quality of text/screen reader (e.g., voice, speed, volume)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72.	Understand mispronunciation of words by text/screen reader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73.	Switch between online assessment and Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74.	Cut and paste text from Microsoft Word into online assessment response box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75.	Use word prediction for misspelled or unfinished words	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76.	Use thesaurus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77.	Use word wizard to search for words	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78.	Use spell checker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79.	Use text reader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80.	Use screen reading options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81.	Use speech options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82.	Read selected text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Text-Reader or Screen-Reader Skills - Continued</b>		<b>N</b>	<b>+</b>	<b>-</b>
83. Read specific words	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
84. Read specific sentences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
85. Read specific paragraphs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
86. Stop reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
87. Pause reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88. Adjust system voice settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
89. Choose character settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90. Activate link to graphic descriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91. Navigate table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
92. Turn on/off screen reading function for alt text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
93. Turn on/off auto-read next block of text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
94. Turn on/off Web highlighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
95. Adjust "speak as I type" for letter, word, sentence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
96. Open dictation tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
97. Turn microphone on/off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
98. Set up microphone for dictation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99. Dictate and make corrections to text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100. Highlight text for copying into document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◊	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◊	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Screen-Reader – JAWS (Freedom Scientific)</b>				
101. Start JAWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
102. Exit JAWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
103. Start other applications (e.g., Microsoft Word)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
104. Use JAWS keystrokes for reading text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
105. Use JAWS keystrokes for working with text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106. Use JAWS keystrokes for navigation in online test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
107. Modify voice settings (e.g., rate, pitch)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◊	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◊	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Interaction with Online Assessment Skills (CATS Online)</b>		<b>N</b>	<b>+</b>	<b>-</b>
108. Click in text box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109. Type in assessment URL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
110. Enter Student login ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
111. Type in login password (Enter test session password)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
112. Click button to enter password	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Interaction with Online Assessment Skills (CATS Online) - Continued</b>		<b>N</b>	<b>+</b>	<b>-</b>
113.	Select link to Set Preferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
114.	Change preferences (font size, style, color)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
115.	Enter Practice Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
116.	Enter lithocode and bar code from front of printed test booklet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
117.	Mark open response questions to be answered offline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
118.	For open response questions answered offline, find correct page in printed test booklet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
119.	Scroll to view complete question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
120.	Scroll to navigate to a response section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
121.	Click on <i>answer preview</i> button to view response in text box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
122.	Click on <i>save answer</i> button	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123.	Resize windows in a split screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
124.	Scroll within each box of a split screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
125.	Read question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
126.	Locate response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
127.	Click button to indicate correct answer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
128.	Click right and left arrow keys to move through questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
129.	Close a dialogue box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
130.	Click on underlined text to activate a text link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
131.	Review questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
132.	Enter text by typing directly into text response box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
133.	Enter text by typing response into Microsoft Word, printing document, attaching to response booklet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134.	Enter text by typing response into Microsoft Word, copying text, pasting into online response text response box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
135.	Review text passage to answer a question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
136.	Graph data on paper/response booklet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
137.	Wait for responses to be recorded, or "clicks" to activate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
138.	Mark question to be reviewed later	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
139.	Navigate through questions answered, unanswered, and marked to review (bottom right boxes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Items to Check Before and During the Online Assessment

- N** Mark this column if an item needs to be checked prior to student interaction with the specific assessment.
- +** Mark in this column each item that is operating properly and ready to be used in the specific assessment.
- Mark in this column each item that needs additional attention prior to the assessment.
- ◆ Write in **additional items** that are specific to the assessment that the student will be taking.

Hardware/Software Operation Check	N	+	-
140. Headphones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141. Keyboard (standard or alternative)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142. Mouse (or trackball)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143. Screen-reader, text-reader, screen magnification software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
144. Word processing software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145. Printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146. Computer system (CPU, monitor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147. Internet connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
148. Web Browser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Check	N	+	-
154. Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
155. Workstation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
156. Monitor height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
157. Table height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
158. Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
159. Noise reduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
160. Glare reduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
161. Keyboard position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
162. Stagger proximity of students to avoid visual access by students taking same test form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Screen-Reader/Text-Reader Check	N	+	-
149. Set image text (e.g., color, size, contrast)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
150. Set screen color and contrast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
151. Set voice quality of screen reader (e.g., voice, speed, volume)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

During Assessment Check	N	+	-
163. Log students into test/out of test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
164. Check case-sensitive password	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
165. Check students' login for correct name at Main Menu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
166. Verify entry of lithocode and bar code that matches individual test booklet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
167. Verify that open response answers are inserted in test booklet in proper location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
168. Check/adjust volume of headphones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LEP	N	+	-
152. Open/close translator tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
153. Highlight individual words for translation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>