

## Required - Additional Screen Reader Navigation Directions

### CASAS eTests Test Session with Screen Reader for Test Takers with Visual Impairment/Blindness

This document is an addendum to the **CASAS Reading STEPS Test Administration Manual Supplement for Test Takers with Visual Impairment/Blindness**, or **CASAS Math GOALS 2 Test Administration Manual Supplement for Test Takers with Visual Impairment/Blindness**. It is meant to be used in conjunction with the series Test Administration Manual Supplement. If you have not yet ordered the **CASAS Reading STEPS Test Administration Manual Supplement for Test Takers with Visual Impairment/Blindness**, go to [www.casas.org](http://www.casas.org) to order.

If proctoring an online test using a screen reader, use a desktop computer or laptop with Microsoft Windows Take-a-Test and a screen reader installed. JAWS and Microsoft Narrator are both options for screen reader assistive technology.

When the proctor starts a test session, and the test taker navigates to the test directions screen, the proctor will read the following script aloud to the test taker.

#### **If using the JAWS screen reader:**

*Begin test proctor script - read aloud:*

- Read the information.
- Read the question and 4 possible answers.
- Select the correct answer.
- Do not guess. Go to the next question if you do not know the answer.
- Select the "next " button to go to the next question.
- You can go back to review your answers again at the end.

When using a screen reader

- Use the TAB key to hear the display and navigate to and hear the test question read.
- Use TAB to scroll through answer options. Use the "x" key to cycle through answer options to hear them again.
- Use the Space bar to select your answer.
- Use TAB and then Enter to access the previous test question or advance to the next test question.

#### **Reading STEPS Appraisal, Level A and Level B test forms only:**

There are some items that cannot be described with alt text. The alt text for these items will ask you to "skip the question." Skip these questions when you get to them.

*End script*

When the proctor starts a test session, and the test taker navigates to the test directions screen, the proctor will read the following script aloud to the test taker.

**If using the Microsoft Narrator screen reader:**

*Begin test proctor script - read aloud:*

- Read the information.
- Read the question and 4 possible answers.
- Select the correct answer.
- Do not guess. Go to the next question if you do not know the answer.
- Select the "next " button to go to the next question.
- You can go back to review your answers again at the end.

When using a screen reader

- Use the TAB key to hear the display and navigate to and hear the test question read.
- Use TAB to scroll through answer options.
- Use the Space bar to select your answer.
- Use TAB and then Enter to access the previous test question or advance to the next test question.

**Reading STEPS Appraisal, Level A and Level B test forms only:**

There are some items that cannot be described with alt text. The alt text for these items will ask you to "skip the question." Skip these questions when you get to them.

*End script*