

Assistive Technology Manual

2019–2020

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Prepared by Cambium Assessment, Inc.



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Overview of Testing with Assistive Technology

This manual provides an overview of the embedded and non-embedded assistive technology tools that can be used to help students with special accessibility needs complete online tests in the Test Delivery System (TDS). It includes lists of supported devices and applications for each type of assistive technology that students may need, as well as setup instructions for the assistive technologies that require additional configuration in order to work with TDS.

- Embedded assistive technology tools include the built-in test tools in TDS, such as the Text-to-Speech (TTS) tool. These tools can be accessed without third-party software or hardware and do not require Permissive Mode to be turned on in TDS.
- Non-embedded assistive technology tools are the third-party hardware and accessibility software that students use to help them complete tests in TDS. These tools require Permissive Mode to be turned on in TDS and may require additional configuration steps prior to testing.

Students who use assistive technologies with a standard web browser should be able to use those same technologies with TDS. The best way to test compatibility with assistive technologies is to take a practice test with those technologies turned on. If they do not work, refer to the additional configuration instructions in this manual as required. If you still have questions about the assistive technology tools covered in this guide, please contact the help desk.

The guide includes the following sections:

- **Testing with Speech-to-Text Technology**
- **Testing with Predictive Text Technology**
- **Testing with Alternative Computer Input Technology**
- **Testing with Assistive Keyboard and Mouse Input Technology**
- **Testing with Screen Magnifier Technology**
- **Testing with Voice Pack Technology for Text-to-Speech**
- **Testing with Assistive Technology for Braille Tests**

Using Permissive Mode with Assistive Technology

Permissive Mode is a TDS accommodation that allows students to use non-embedded assistive technology to complete tests in the Secure Browser. It must be turned on for any students testing with third-party assistive technology tools. When Permissive Mode is turned on, the Secure Browser's security settings will be partially lowered to allow students to use tools that would otherwise be blocked. This accommodation should be assigned to students in TIDE before they begin testing.

Permissive Mode is available only for computers running supported desktop Windows and Mac operating systems. When using Windows 8 and above, the task bar remains on-screen throughout the test after enabling accessibility software. However, forbidden applications are still prohibited.

When Permissive Mode is turned on, standard keyboard navigation in the Secure Browser will be disabled in order to accommodate any potential keyboard commands associated with the assistive technology the student may be using. For information about standard keyboard commands in the Secure Browser, see the *Test Administrator User Guide*.

How to Use Assistive Technology with Permissive Mode

Permissive Mode activates when students are approved for testing in TDS. The student's assistive technology should already be set up for use with TDS when they begin testing with Permissive Mode.

1. Open the required accessibility software.
2. Open the Secure Browser. Begin the normal sign-in process up to the proctor approval step.
3. When a student is approved for testing, the Secure Browser allows the operating system's menu and task bar to appear.
 - **Windows:** On Windows, the Secure Browser resizes, and the taskbar remains visible inside the test in its usual position. Students can press **Alt+Tab** to switch between the Secure Browser and accessibility applications that they are permitted to use in their test session.
 - **Mac:** On MacOS, the Secure Browser resizes, and students can view the dock in its usual position inside the test. If the dock is set to autohide, no resizing occurs, and the dock is only visible when the mouse moves toward the bottom of screen. Students can press **Cmd+Tab** to switch between the Secure Browser and permitted accessibility applications.
4. The student must immediately switch to the accessibility software that is already open on the computer so that it appears over the Secure Browser. The student cannot click within the Secure Browser until the accessibility software is configured.
 - **Windows:** Click the accessibility software application in the task bar.
 - **Mac:** Click the accessibility software application in the dock.
5. The student configures the accessibility software settings as needed.

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6. After configuring the accessibility software settings, the student returns to the Secure Browser and continues the sign-in process. At this point, the student can no longer switch back to the accessibility software. If changes need to be made, the student must sign out and then sign in again.

Once Permissive Mode is turned off, the Secure Browser reoccupies the whole screen, and the student's ability to use assistive technologies or switch between any other applications and the Secure Browser is suppressed.

Testing with Predictive Text Technology

Predictive text assistive technology suggests words to students as they type responses for test items. TDS does not include any embedded predictive text tools, but it supports several third-party tools that use predictive text technology.

Table 2 provides the technology requirements for students testing with predictive text assistive technology.

Table 1. Third-Party Predictive Text Applications

Product	System Requirements	Additional Details
Co:Writer Universal (Windows & OSX) <ul style="list-style-type: none"> Supported Versions: 1.0.0 	<ul style="list-style-type: none"> Windows 7 SP1, 8, 8.1, 10; Server 2012 R2, 2016 R2 Mac 10.9–10.15 	<ul style="list-style-type: none"> TDS cannot confirm appropriate configurations are in use during exam, so students may be able to access prohibited features. Requires users to enter numbers from an on-screen keypad. The OSX version cannot be opened or minimized with keyboard commands.
WordQ5 <ul style="list-style-type: none"> Supported Versions: 5.0.40 	<ul style="list-style-type: none"> Windows 7 SP1, 8, 8.1, 10; Server 2012 R2, 2016 R2 	<ul style="list-style-type: none"> Requires additional setup before use in TDS (see configuration information) <ul style="list-style-type: none"> Exam Mode must be enabled before students begin testing.
Read&Write for Windows & Mac <ul style="list-style-type: none"> Supported Versions: 7.1 	<ul style="list-style-type: none"> Windows 7 SP1, 8, 8.1, 10; Server 2012 R2, 2016 R2 Mac 10.10–10.14 	<ul style="list-style-type: none"> TDS cannot confirm appropriate configurations are in use during exam, so students may be able to access prohibited features. Requires state approval to be removed from the forbidden applications list in the Secure Browser. Also includes speech-to-text functionality that students may use if they have the proper accommodations.

WordQ5

To minimize security risks, WordQ includes an Exam Mode feature, which can be enabled through the application's settings. Exam mode requires a time limit of 1–12 hours to be set. Please note, this does not eliminate all security risks, and once exam mode has been set, it cannot be disabled until the configured time has run out.

To turn on exam mode, click the **Options** icon, and select **Exam Mode**. In the dialog pop-up window that appears, you can allow and restrict the **Word usage examples** and **Single words added by the user including topic words** features. You can also set the exam time limit at the bottom of the window.

Read & Write (Windows)

Read and Write has an Exam Mode that can be used to turn off features for a single student on their particular testing device. When exam mode is enabled, the student will have access to only the selected features on the toolbar and certain speech settings, including voice selection, speed, pitch and Speak As I Type (the full settings menu will not be accessible).

To use Exam mode, run Read and Write and click on the settings button in the upper-right corner and then click **Show more settings**. in the *Find a Setting* field, type *adminsettings*. You will be asked to enter and confirm a password to grant access on this computer. When logged in to administrator settings, click the **Select your features** tab and select which features you'd like to be enabled on the student's toolbar. Enable the **Use Exam Mode now** toggle to start Exam Mode, then close the Read and Write menu to start the exam.

Testing with Alternative Computer Input Technology

Alternative Computer Input (ACI) assistive tools allow students with physical impairments to interact with a computer without using a traditional mouse and keyboard setup. For instance, ACI technology such as PCEye Mini tracks students' eye movement, while Dwell Clicker 2 allows students to use a mouse without having to click the left or right mouse buttons.

TDS does not include any embedded alternative computer input tools, but it supports several third-party alternative computer input technologies.

Table 3 provides a list of third-party ACI devices that can be used in TDS. Please note that this list includes only the devices that CAI has thoroughly tested against the Secure Browser, but there may be additional supported ACI devices that have not been tested yet. If your students need to use an ACI device not listed here, please test it out in a practice test first to ensure there are no issues with it.

Table 2. Third-Party ACI Devices

Product	System Requirements	Additional Details
PCEye Mini with Windows Control	<ul style="list-style-type: none"> Windows 7 SP1, 8.1, 10 	<ul style="list-style-type: none"> Requires additional setup before use in TDS (see configuration instructions)
Dwell Clicker 2 <ul style="list-style-type: none"> Supported Versions: 2.0.40 	<ul style="list-style-type: none"> Windows 7 SP1, 8, 10; Server 2012 R2, 2016 R2 	<ul style="list-style-type: none"> Requires additional setup before use in TDS (see configuration instructions)
HeadMouse Nano	<ul style="list-style-type: none"> Windows 7 SP1, 8, 8.1, 10; Server 2012 R2, 2016 R2 Mac 10.9–10.15 	<ul style="list-style-type: none"> Requires additional setup before use in TDS (see configuration instructions)
Access Switch	<ul style="list-style-type: none"> Windows 7 SP1, 8, 8.1, 10; Server 2012 R2, 2016 R2 Mac 10.9–10.15 	N/A
Swifty <ul style="list-style-type: none"> Supported Versions: SW2 	<ul style="list-style-type: none"> Windows 7 SP1, 8, 8.1, 10; Server 2012 R2, 2016 R2 Mac 10.9–10.15 	<ul style="list-style-type: none"> Requires additional setup before use in TDS (see configuration instructions)

Configuring PCEye Mini with Windows Control on Student Devices

To configure the PCEye Mini, it should be plugged in to a computer that uses Windows Control software and should be installed by following the product's installation instructions manually.

For students using PCEye Mini with Windows Control Software, the Word Prediction feature should be disabled by opening the application and navigating to **Settings>Keyboard**.

Configuring Dwell Clicker 2

To configure Dwell Clicker 2 settings, open the application and select the keyboard icon, then click the **Options** key. In the window that pops up, make sure the **Use Text Prediction** checkbox is not checked.

Configuring HeadMouse Nano

To configure HeadMouse Nano when using the SofType keyboard, open the SofType application and select **View>Word Bar** from the menu. Then make sure the **Prediction** radio button is not marked.

Configuring Swifty: SW2

To configure Swifty Switch Access according to the student's needs, the following DIP Switches should be set when using Switch. After you modify DIP Switch settings, unplug and re-plug Swifty to activate the settings.

Switch 1	Switch 2	USB Device	Interface Actions
ON	ON	Mouse	Left, Right, Middle
OFF	ON	Joystick	Btn1, Btn2, Btn3
ON	OFF	Keyboard (For iPad)	Enter, Space, Tab
ON	OFF	Keyboard	1,2,3

Testing with Assistive Keyboard and Mouse Input Technology

Assistive Keyboard and Mouse Input tools provide additional support to students with physical impairments who need to use a keyboard and mouse in order to respond to test items. These include keyboards with larger keys, computer mice with trackballs, and other tools that make it easier for students with limited movement abilities to use a computer.

TDS does not include any embedded assistive keyboard and mouse input tools, as these tools typically involve the use of special hardware, but TDS does support several third-party assistive keyboard and mouse input tools.

Table 4 provides a list of third-party assistive keyboard and mouse input tools that can be used in TDS. Please note, there may be additional supported assistive keyboards and mouse input tools that have not been tested yet. If your students need to use a device not listed here, please test it out in a practice test first to ensure there are no issues with it.

Table 3. Third-Party Assistive Keyboard and Mouse Input Technology

Product	System Requirements	Additional Details
Keys-U-See Keyboard	<ul style="list-style-type: none"> Windows 7 SP1, 8, 10; Server 2012 R2, 2016 R2 	N/A
BigKeys Keyboard <ul style="list-style-type: none"> Supported Versions: Plus, XL 	<ul style="list-style-type: none"> Windows 7 SP1, 8, 8.1, 10; Server 2012 R2, 2016 R2 Mac 10.9–10.15 	N/A
BigTrack2 Trackball	<ul style="list-style-type: none"> Windows 7 SP1, 8, 8.1, 10; Server 2012 R2, 2016 R2 Mac 10.9–10.15 	N/A

Testing with Screen Magnifier Technology

Screen magnifier assistive technology enlarges the content displayed on the computer screen in order to assist students with visual impairments. Although TDS supports some non-embedded screen magnifier tools from third parties, CAI strongly recommends students use the embedded zoom tools in TDS. These embedded tools were designed to magnify test content in the most intuitive and user-friendly manner for students. Embedded zoom tools can also be tracked by NGSA when gathering data about students' tool use.

The embedded zoom tools in the Secure Browser allow students to magnify test content to the following levels (any zoom levels of 5X and greater require the streamlined mode test setting in TDS to be turned on, which will arrange test content vertically):

- 1X
- 1.5X
- 1.75X
- 2.5X
- 3X
- 5X
- 10X
- 15X
- 20X

Table 5 provides a list of third-party screen magnifier tools that can be used in TDS. The non-embedded screen magnifier tools listed below come with an increased risk of interoperability issues, require students to manually pan the magnification tool across the screen, and can include unwanted features that should not be used while testing. These non-embedded tools also cannot be tracked by NGSA when gathering data about students' tool use.

Table 4. Third-Party Screen Magnifier Applications

Product	System Requirements	Additional Details
ZoomText Magnifier (with optional text-to-speech) <ul style="list-style-type: none"> • Supported Versions: 2019.1904.80 	<ul style="list-style-type: none"> • Windows 7 SP1, 8.1, 10; 2012 R2, 2016 R2 	<ul style="list-style-type: none"> • Requires additional setup before use with TDS (see configuration instructions).
Fusion Professional (combines JAWS screen reader with zoom text) <ul style="list-style-type: none"> • Supported Versions: 2019 	<ul style="list-style-type: none"> • Windows 7 SP1, 8.1, 10; 2012 R2, 2016 R2 	<ul style="list-style-type: none"> • Requires additional setup before use with TDS (see configuration instructions for JAWS).
Magic Magnifier (with optional text-to-speech) <ul style="list-style-type: none"> • Supported Versions: 14.0.1512 	<ul style="list-style-type: none"> • Windows 7 SP1, 8.1, 10; 2012 R2, 2016 R2 	<ul style="list-style-type: none"> • TDS cannot confirm appropriate configurations are in use during exam, so students may be able to access prohibited features.

Configuring ZoomText and Fusion to Recognize the Secure Browser

In order for ZoomText or Fusion to function properly with the Secure Browser, you must perform the following steps. You must make sure ZoomText or Fusion is closed before performing these steps. You must also make sure hidden files are displayed on your computer.

1. Navigate to the folder where ZoomText or Fusion is installed on your computer: **Local Disk (C:)>ProgramData>Freedom Scientific>ZoomText>[Your ZoomText version]**
2. Open the ZoomTextConfig file in Notepad.
3. Locate the line that includes the text D2DPatch.
4. On the same line, type **~RISecureBrowser12.0**, immediately after **~firefox**, (be sure to include the tilde and comma).
5. Save and close the file.

Testing with Text-to-Speech

Text-to-Speech (TTS) tools read aloud text that appears on the screen for students who may have reading impairments. TDS includes embedded TTS tools that can be turned on for students with the appropriate accommodation settings (either in TIDE or from the TA Site). In order for students to test with TTS tools, a supported voice pack will need to be installed on their device before testing begins. Students testing with TTS should also have a supported headset or headphones.

TTS is available on all operating systems supported by TDS (for a full list of supported operating systems, see the *Quick Guide for Setting up Your Online Testing Technology*). However, text-to-speech tracking does not function correctly on Linux OS. If students require the use of this accommodation (TTS with tracking), they must use a different operating system.

Table 6 lists the voice packs supported for students testing with TTS. If students need to use a voice pack not listed in this table, you should test it out in a practice test to ensure there are no issues. Students using text-to-speech for the practice tests must log in using a supported Secure Browser. Students can also verify that text-to-speech works on their computers by logging in to a practice test session and selecting a test for which text-to-speech is available.

Table 5. Technology Requirements for Students Testing with TTS

Technology Type	Product
Supported Voice Packs	<ul style="list-style-type: none"> • Windows built-in voice packs • Mac built-in voice packs • iOS built-in voice packs • Android built-in voice packs • Chromebook built-in voice packs



Note: CAI strongly encourages schools to test the text-to-speech settings before students take operational tests. You can check these settings through the diagnostic page. From the student practice test login screen, click the **Run Diagnostics** link, and then click the **Text-to-Speech Check** button.

How the Secure Browser Selects Voice Packs

This section describes how CAI's Secure Browsers select which voice pack to use.

Voice Pack Selection on Desktop Versions of Secure Browsers

When a student who is using text-to-speech starts a test, the secure browser looks for voice packs on the student's machine. Upon recognizing an approved voice pack, the secure browser uses the one with the highest priority.

If any of the approved voice packs has also been set as the default voice on the computer, then that voice pack will always get the highest priority.

Voice Pack Selection on Mobile Versions of Secure Browsers

The Mobile Secure Browser uses either the device’s native voice pack or a voice pack embedded in the Secure Browser. Additional voice packs downloaded to a mobile device are not recognized by the Mobile Secure Browser. [Table 7](#) lists the voice packs used by mobile versions of the secured browser.

Table 6. Voice Packs on Mobile Versions of the Secure Browser

Platform	Voice Pack Used by Secure Browser
iOS 9.2–11	Native iOS voice pack.
Android	Native Android voice pack.
Chrome OS	Native Chromebook voice pack.

Text-to-Speech and Chromebooks

Text-to-speech (TTS) in Windows, Mac, and iPads includes a feature that allows students to pause and then resume TTS in the middle of a passage. On Chromebooks, however, students should highlight the desired text to be read as the pause feature does not allow students to pause and resume the reading again.

Testing with Assistive Technology for Braille Tests

Braille tests administered in TDS require the use of multiple assistive technology devices and applications, including JAWS screen readers used by students to read and navigate test content and the embossers used by Test Administrators to print test content.

Braille embossers are needed to read all the content in the Next Generation Science assessments .

TDS includes several embedded tools that facilitate Braille testing, such as Braille presentation settings, various print tools for embossing content, and streamlined mode, which arranges test content vertically.

Table 8 provides a list of supported screen reader software that students can use in TDS.

Table 7. Screen Readers Supported for Student Computers

Screen Reader	System Requirements	Additional Details
Braille Technology for Student Computers		
JAWS–Professional <ul style="list-style-type: none"> Supported Versions: 18, 2018, 2019 	<ul style="list-style-type: none"> Operating Systems: Windows 7 SP1, 8, 8.1, 10 <ul style="list-style-type: none"> Minimum Requirements: 1.5 GHz Processor, 2 GB RAM (for 32-bit), 4 GB RAM (for 64-bit) 	<ul style="list-style-type: none"> Requires additional setup before use with TDS (see configuration instructions) Test Presentation setting must be set to Braille, whether or not student is a Braille user.
Fusion Professional <ul style="list-style-type: none"> Supported Versions: 2019 	<ul style="list-style-type: none"> Operating Systems: Windows 7 SP1, 8, 8.1, 10 <ul style="list-style-type: none"> Minimum Requirements: 2.0 GHz i3 dual core processor, 4 GB RAM 	<ul style="list-style-type: none"> Requires additional setup before use with TDS (see configuration instructions for JAWS) Test Presentation setting must be set to Braille, whether or not student is a Braille user.
Windows Narrator <ul style="list-style-type: none"> Supported Versions: Windows 10 Version 1809 	<ul style="list-style-type: none"> Windows 10 	<ul style="list-style-type: none">
NVDA <ul style="list-style-type: none"> Supported Versions: 2019.2 	<ul style="list-style-type: none"> Windows 7, Windows 8, Windows 8.1, Windows 10, and all Server Operating Systems starting from Windows Server 2008 R2. <ul style="list-style-type: none"> For Windows 7 Windows Server 2008 R2, NVDA requires Service Pack 1 or higher. 	<ul style="list-style-type: none">

Table 10 provides a list of embossers and embossing software supported for TA computers. Embossers must be used to print all content on the Next Generation Science Assessment. Different embossing software is required for printing PRN and BRF file types. The printed file types depend on the content being embossed.

Table 8. Embossers and Embossing Software Supported for TA Computers

Embosser / Embossing Software	System Requirements	Additional Details
Duxbury Braille Translator <ul style="list-style-type: none"> Supported Versions: 11.1, 11.2, 11.3, 12.1, or 12.2 	<ul style="list-style-type: none"> Operating Systems: Windows 7 SP1, 8, 8.1, 10 Minimum Requirements: 1 GHz Processor, 1 GB RAM (for 32-bit), 2 GB RAM (for 64-bit) 	<ul style="list-style-type: none"> Requires additional setup before use with TDS (see configuration instructions) Used for embossing BRF files (from print requests containing only text or formatted tables)
ViewPlus Max Embosser, ViewPlus Premier Embosser, or Viewplus Columbia Embosser	<ul style="list-style-type: none"> Windows 7 SP1, 8, 8.1, 10 	<ul style="list-style-type: none"> Requires additional setup before use with TDS (see configuration instructions) Used for embossing PRN files (from print requests with tactile or spatial components, such as images) PRN files are formatted for a specific printer driver. Thus, you may need to convert the PRN file in Tiger Designer for your specific embosser (see PRN conversion instructions for more details).
ViewPlus Desktop Embosser (driver for ViewPlus Embossers)	<ul style="list-style-type: none"> Windows 7 SP1, 8, 8.1, 10 	<ul style="list-style-type: none"> Download and install your embosser driver prior to embossing any files.
Tiger Software Suite (Tiger Designer and Tiger Viewer)	<ul style="list-style-type: none"> Windows 7 SP1, 8, 8.1, 10 	<ul style="list-style-type: none"> You should download Tiger Designer prior to testing, as some PRN files will need to be converted in this program before embossing. Please see PRN conversion instructions for more details.

Configuring JAWS Screen Readers on Student Computers Before Testing Begins

This section includes instructions for the additional JAWS configuration steps that Technology Coordinators must follow before students use JAWS for online testing. Optional voice adjustments in JAWS can also be made from the **Options>Voices>Voice Adjustment** window in JAWS. To ensure JAWS is properly configured, students should take practice tests using JAWS before taking operational tests.

The configuration instructions in this section apply to JAWS 18, JAWS 2018, and JAWS 2019 as well as Fusion Professional.

Configuring JAWS to Recognize the Secure Browser

You must edit the JAWS configuration file so that the software recognizes the secure browser. The examples below are for JAWS 2018 installed to the default location. If your version is installed to a different location, navigate to the appropriate directory.

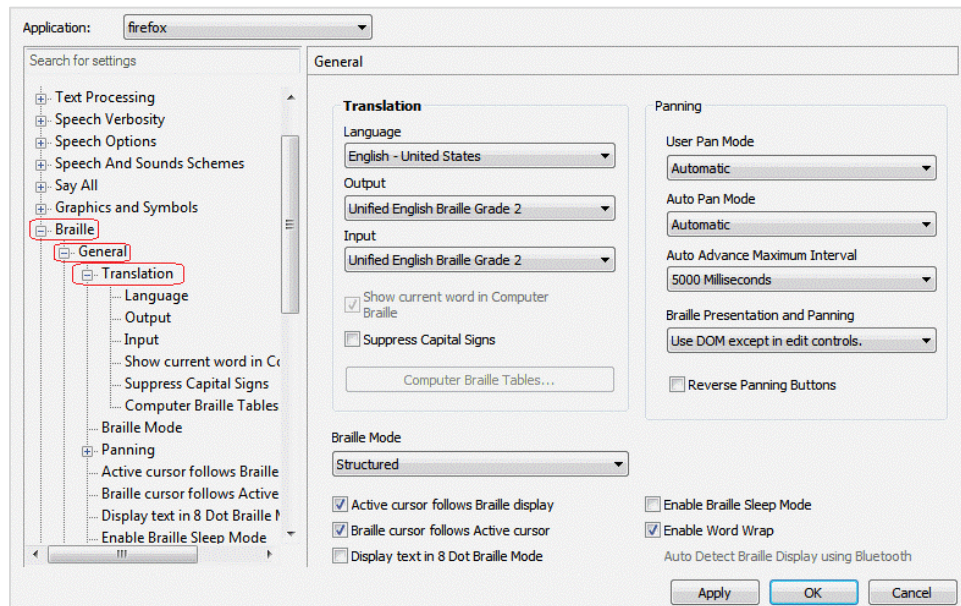
1. To modify the configuration file, open the JAWS ConfigNames.ini file. This file may appear in two folders. Depending on how JAWS is installed on your computer, you may need to modify both files:
 - Required: Start > All Programs > JAWS 2018 > Explore JAWS > Explore Shared Settings
 - Optional: Start > All Programs > JAWS 2018 > Explore JAWS > Explore My Settings
2. In the ConfigNames.ini file, locate the line of text containing **firefox:3=firefox**. At the end of this line, press **Enter** and type **RISecureBrowser12.0=firefox**
3. Save the file.
 - a. If you receive an error that you don't have permission to save the .ini file to this location, save the file to your desktop as ConfigNames.ini. Then copy the updated .ini file to the folder containing the original .ini file referenced in step [1](#).

Applying Settings for Contracted Braille

In order for students to use contracted literary Braille the correct JAWS settings must be applied prior to launching the secure browser.

1. To apply the correct JAWS settings, open JAWS and go to **Utilities > Settings Center**. The **Settings Center** window opens.
2. From the **Application** drop-down list at the top of the window, select **firefox**.
3. Expand the *Braille* settings, *General* sub-settings, and *Translation* sub-settings in the *Search for settings* panel on the left. The **Settings Center** window displays the options for Braille Translation (see [Figure 4](#)).
 - a. In the *Translation* section, verify the **Language** drop-down list is set to **English – United States**. For contracted Braille, select **Unified English Braille Grade 2** from the **Output** and **Input** drop-down lists.

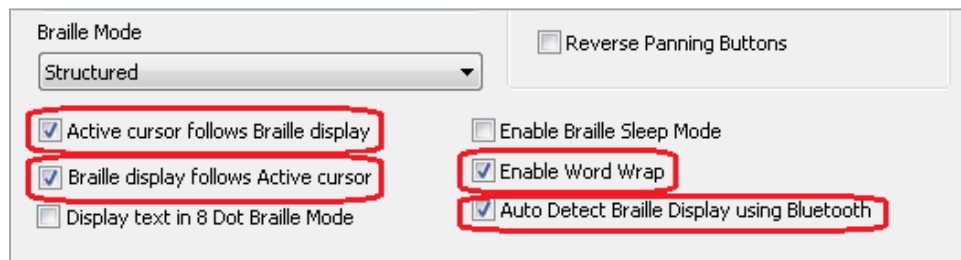
Figure 1. JAWS Settings Center Window



4. In the *Braille Mode* section (see [Figure 5](#)), ensure that only the following settings are checked:

- Active cursor follows Braille display
- Braille display follows Active cursor
- Enable Word Wrap
- Auto Detect Braille Display using Bluetooth (if available)

Figure 2. Braille Mode Section



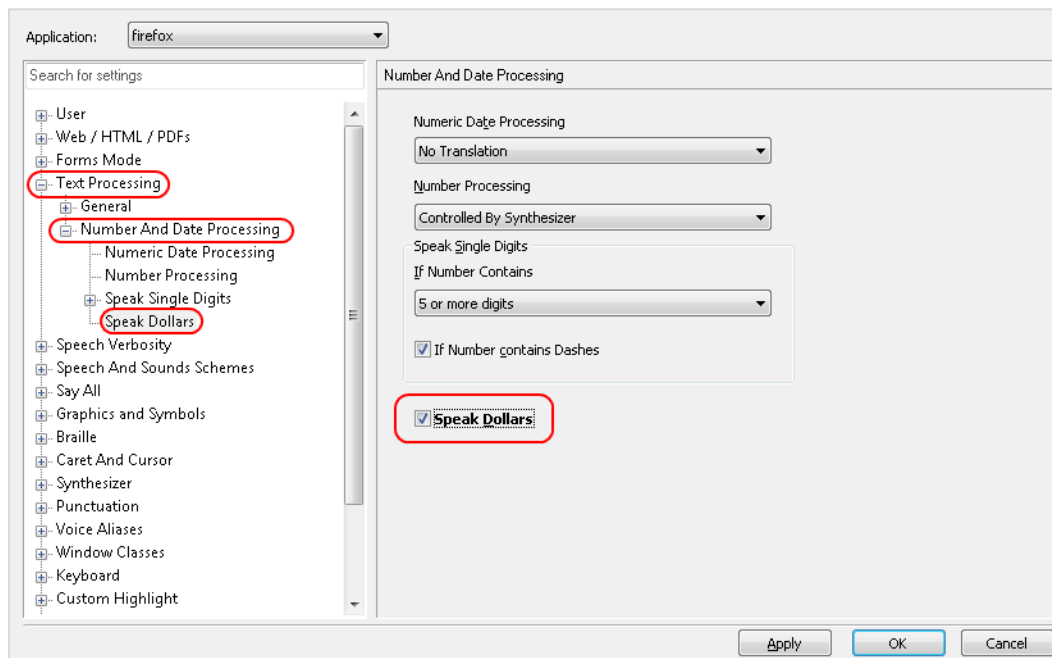
5. Click **Apply**, and then click **OK**.

Configuring JAWS to Speak “Dollars”

If a test includes content with the dollar symbol (\$), you should configure JAWS to correctly speak this symbol.

1. Open JAWS and go to **Utilities > Settings Center**. The **Settings Center** window opens.
2. In the *Search for settings* panel on the left, expand the *Text Processing* settings and *Number And Date Processing* sub-settings. Click **Speak Dollars**. The **Settings Center** window displays the *Number And Date Processing* options (see [Figure 6](#)).

Figure 3. Number and Date Processing



3. Mark the **Speak Dollars** checkbox.
4. Click **Apply**, and then click **OK**.

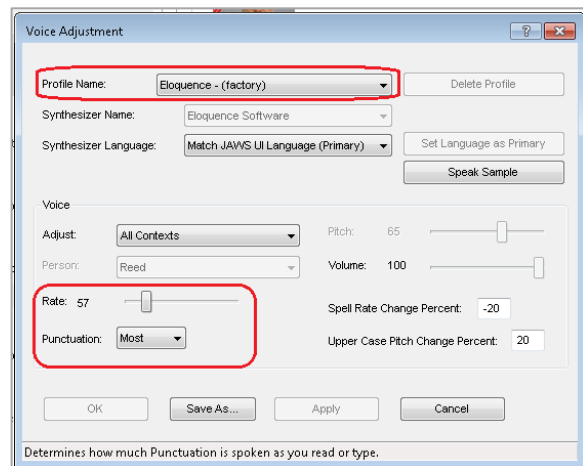
Optional JAWS Voice Adjustment Settings

Prior to launching the secure browser, you can adjust JAWS voice settings for students based on their individual needs. You must set the Voice Profile, Speaking Rate, and Punctuation settings prior to administering assessments. Students should take practice tests using JAWS so they can determine whether these settings need to be adjusted.

1. To adjust JAWS voice settings, open JAWS and go to **Options > Voices > Voice Adjustment**. The **Voice Adjustment** window opens (see [Figure 7](#)).

- To adjust the voice profile, in the *Profile* section, select a voice profile from the **Profile Name** drop-down list. Click **Apply**.
- To adjust the voice rate, in the *Voice* section, drag the **Rate** slider to the desired rate speed (the lower the rate, the slower the words are read aloud). Click **Apply**.
- To adjust the punctuation, click the **Punctuation** drop-down list. Select from the following options: **None**, **Some**, **Most**, or **All**. Click **Apply**.
- When all settings are saved, click **OK**.

Figure 4. JAWS Voice Adjustment



Configuring Embossing Software on TA Computers Before Testing Begins

TDS allows students to emboss test material with TA approval. The software that sends print requests to the Braille embosser must be installed on computers that TAs use for test sessions.

The embossed output for student print requests depends on the file type associated with a test question. TAs must ensure that students have the Braille Type test setting prior to approving the student for testing, as this determines which file type is used for printing. There are two types of files:

- Braille Ready File (BRF):** BRF file types are used for print requests containing only text (including formatted tables). The Duxbury Braille Translator software handles BRF files.
- Printer Output File (PRN):** PRN file types are used for print requests containing tactile or spatial components (such as images). The ViewPlus software handles PRN files.

Upon approving a print request, the TA sends the file to the embosser using either Duxbury or ViewPlus software. Instructions for embossing files are located in the section Embossing Braille Print Requests.

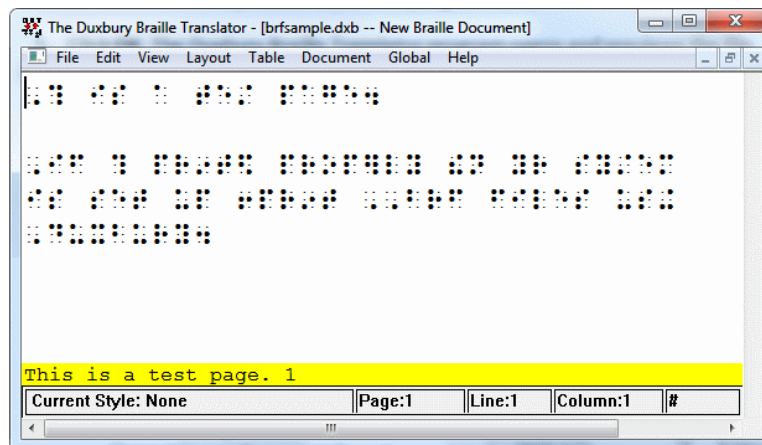
Configuring BRF Files with Duxbury Braille Translator

This section contains instructions for opening BRF files with Duxbury Braille Translator (DBT) and setting default embossing preferences. The DBT software must be installed before performing these steps.

- In the TA Site, click **Help Guide** at the top of the page. The online *TA User Guide* opens.
 - Sample Braille files can be accessed from the help guide → Appendices → Sample Braille Files.
- Click **Sample BRF File**. The file dialog window opens.
- Do one of the following:

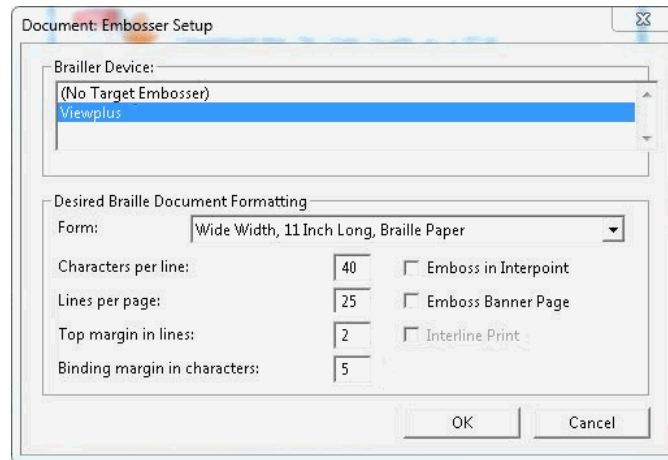
- From the **Open with** drop-down list, select **Duxbury Braille Translator**. Click **OK**. The Duxbury Braille Translator program opens and previews the file (see [Figure 8](#)).
- If the Duxbury Braille Translator is not available as a selectable program, do the following (otherwise skip to step [4](#)):
 - i. Click **Browse**. The **Choose Helper Application** window opens.
 - ii. Navigate to the Duxbury folder and open it.
 - iii. Open the DBT folder and select **dbtw.exe**.
 - iv. In the **Open with** window, select **Duxbury Braille Translator** and mark the **Do this automatically for files like this from now on** checkbox.
 - v. Click **OK**. The Duxbury Braille Translator program opens and previews the file (see [Figure 8](#)).
- If the **Import File** window appears, set the Template to either English (American) - Standard Literary Format (for Duxbury 11.2 or earlier) or English (BANA Pre-UEB) - Literary Format (for Duxbury 11.3 or later), and set the Import Filter to Formatted Braille.

Figure 5. Duxbury Braille Translator Window



4. In the **Duxbury Braille Translator** window, go to **Global > Embosser Setup**. The **Global: Embosser Setup** window appears. To add a new embosser, do the following:
 - a. Click **New**. The **Embosser Setup – Untitled Configuration** window appears.
 - b. From the **Embosser Model** drop-down list, select the required embosser type.
 - c. From the **Send to Printer** drop-down list, select the required embosser's name and click **OK**.
 - d. In the **Global: Embosser Setup** window, click **OK**.
5. In the **Duxbury Braille Translator** window, go to **Document > Embosser Setup**. The **Document: Embosser Setup** window opens (see [Figure 9](#)).

Figure 6. Document: Embosser Setup Window



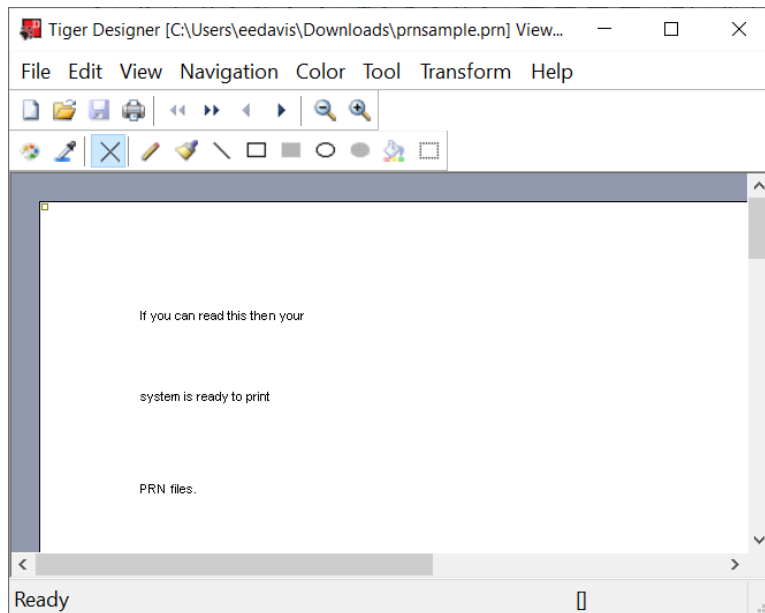
6. In the **Document: Embosser Setup** window, ensure the following are selected:
 - **Braille Device: ViewPlus Max** (or whichever supported ViewPlus embosser you are using)
 - The following *Braille Document Formatting* options must be set:
 - **Emboss in Interpoint** checkbox is blank
 - Top margin in lines: 2
 - Binding margin in characters: 5
 - When you are done, click **OK**.
7. In the **Duxbury Braille Translator** window, go to **Global > Formatted Braille Importer**.
 - a. In the **Global: Formatted Braille Importer** window that appears, mark the **Read formatted Braille without interpretation** checkbox and click **OK**.
8. In the **Duxbury Braille Translator** window, go to **File > Emboss**. The **File: Emboss...** window opens.
9. In the **File: Emboss...** window, ensure that only one copy is being printed and that the page range is set to **All**.
10. Click **OK**.

Configuring PRN Files with ViewPlus Software

This section contains instructions for opening PRN files with ViewPlus software and setting default embossing preferences. The ViewPlus Tiger Software Suite must be installed before performing these steps. These instructions are for setting Tiger Designer as the default application for printing PRN files. You may also use Tiger Viewer as the default application, but it cannot convert files if there are any issues printing them.

1. In the TA Site, click **Help Guide** at the top of the page. The online *TA User Guide* opens.
 - a. Sample Braille files can be accessed from the help guide → Appendices → Sample Braille Files.
2. Click **Sample PRN File**. The file dialog window opens.
3. Do one of the following:
 - From the **Open with** drop-down list, select **Tiger Designer** and click **OK**. The Tiger Designer program opens and previews the file (see [Figure 10](#)).
 - If Tiger Designer is not available as a selectable program, click **Browse** and select Tiger Designer from the folder where it is installed on your computer. Mark the **Do this automatically for files like this from now on** checkbox and click **OK**.

Figure 7. Tiger Designer Window



4. Go to **File > Print**. The *Print* window opens.
5. Ensure that the printer is set to **ViewPlus Max** (or whichever supported ViewPlus embosser you are using) and that only one copy is being printed.
6. Click **Print**.
 - If the option to print is disabled, you may need to convert the PRN file. To do this, go to **File>Save As** and save the file as a Tiger Designer Documents file type (TDSX), then click **Save**. You should now be able to print the file.

Administering Braille Tests

This section explains how TAs set up the test settings for Braille tests and emboss Braille print requests from students. It also provides information about how students navigate the Secure Browser with JAWS.

Setting Up Braille Test Sessions

TAs must make sure that students have the correct test settings applied before approving them to take Braille tests. Any test settings that cannot be changed from the TA Site or Secure Browser will need to be set in TIDE. Please note that some test settings may vary between Practice and Operational tests.

For more detailed instructions about starting test sessions, see the Test Administration User Guide.

1. To administer Braille tests, the TA logs in to the appropriate TA Site and starts a test session.
2. The TA opens JAWS on the student testing devices.
3. The TA opens the secure browser on the student testing devices.
4. Students sign in to the test session and select their tests.
5. The TA reviews the student's test settings and verifies the following:
 - *Presentation* is set to **Braille**. This should be set for any students testing with JAWS, regardless of whether or not those students are Braille users. Setting the Presentation to Braille will automatically enable streamlined mode, which arranges test content vertically.
 - *Print on Request* is set to the appropriate option for the selected test.
 - *Permissive Mode* is turned on. This setting must be enabled in order for students to use the keyboard commands associated with JAWS.
6. When all the correct settings are applied, the TA approves students for testing.

Embossing Braille Print Requests

As students' progress through their tests, emboss requests will be sent to the TA Site, either automatically or manually, depending on the test settings. TAs must review and approve these emboss requests in order to send the files to the embossers. The process for embossing print requests is slightly different for BRF and PRN file types. This section provides instructions for embossing each file type.

TAs should be aware of the following notes when embossing print requests for Braille tests:

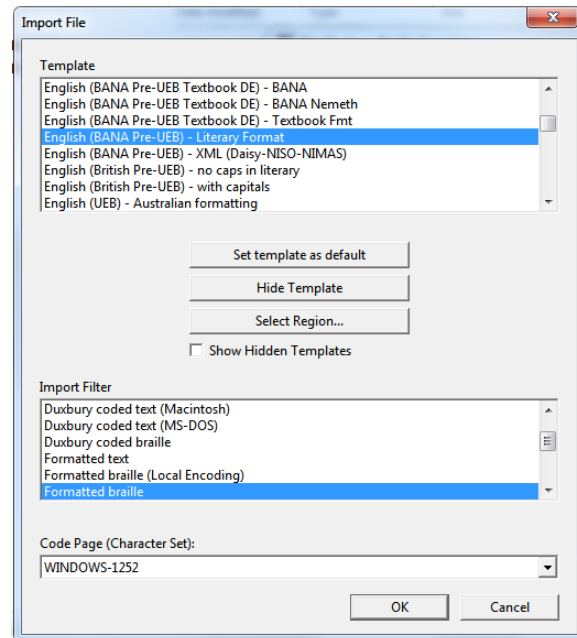
- Always plug the embosser into the same USB port used when it was first set up. Otherwise, the computer may identify the embosser as a new device and require you to set it up again.
- If a student testing with auto-emboss pauses their test before you print all their queued print requests, the student must send manual print requests for any unprinted items that were previously in the queue when they resume testing.

- When the test session is over, you must delete and discard all test materials. This may require you to [remove files](#) from the web browser download archive.

Sending BRF Files to the Embosser

1. When you approve a print request that prints in BRF format, a print dialog window opens. Select **Open with** from this window.
 - a. In the drop-down list, select **Duxbury Braille Translator**.
 - b. Click **OK**. The **Import File** window opens.
2. Ensure that the following are selected:
 - Template:
 - For Duxbury 11.2 or earlier: **English (American) – Standard Literary Format**
 - For Duxbury 11.3 or later: **English (BANA Pre-UEB) – Literary Format**
 - Import Filter: **Formatted braille**

Figure 8. Import File Window

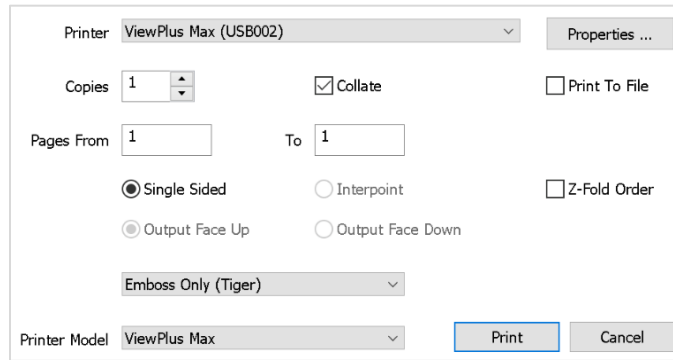


3. Click **OK**. The **Duxbury Braille Translator** preview window opens (see [Figure 8](#)).
4. Go to **File > Emboss**. The **File: Emboss** window opens.
5. Ensure that only one copy is being printed, the page range is set to **All**, and the Braille Device is set to **ViewPlus Max** (or other ViewPlus embosser). Then click **OK**.

Sending PRN Files to the Embosser and Converting them for Printing

1. When you approve a print request that prints in PRN format, a print dialog window opens. Select to **Save** the file to your computer.
2. Locate the saved PRN file and open it:
 - a. If Tiger Designer is set as the default program for PRN files, a **Print** window appears. Ensure that only one copy is being printed and the Printer Name is set to **ViewPlus Max** (or whichever supported ViewPlus embosser you are using), then click **Print**.

Figure 9. Tiger Designer Print Window



- b. If the option to print is grayed out, you will need to convert the file by following the steps below:
 - i. If a popup message appears indicating that the file needs to be converted, click **Yes** in this message. If this popup message does not appear, then go to **File>Save As** to convert the file manually.

Figure 10. Grayed-Out Print Button

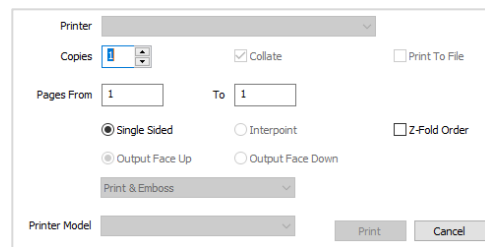
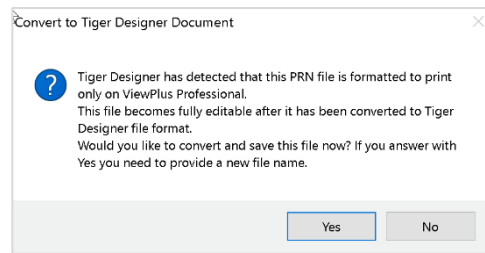
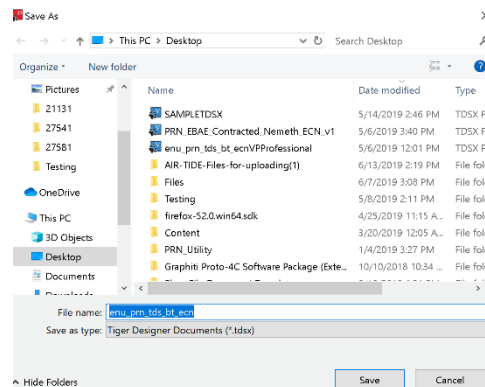


Figure 11. Convert File Message



- ii. Save the file as a Tiger Designer Documents file type (.TDSX) and click **Save**. You should now be able to print the print request file by clicking **Print** (see [Figure 12](#)).


Figure 12. Saving as a TDSX File




Removing Files from the Web Browser Download Archive

Most supported web browsers automatically save downloaded files. If your computer saves the BRF and PRN files from print requests, you must delete all test-related files from your browser's download archive, for security purposes.

To remove files in Google Chrome:

1. Open the Chrome menu  icon in the upper-right corner.
2. Select **Downloads**. The **Downloads** page opens.
3. Remove all test-related files by doing one of the following:
 - For each file, click **X**.
 - Click **Clear all** in the upper-right corner. Files saved to your computer are not deleted.

To remove files in Edge:

1. Open the Edge Hub (Favorites, reading list, bookmarks and downloads)  icon in the upper-right corner.
2. Select **Downloads** from within the downloads list.
3. Select each file and click **X** to delete it.

To remove files in Mozilla Firefox:

1. Open the **Tools** menu and select **Downloads**. The **Library** window opens.
2. Delete all test-related files by doing one of the following:
 - Select each file and press **Delete** on your keyboard.
 - Click **Clear Downloads** at the top of the window (if available). Files saved to your computer are not deleted.

Navigating the Student Testing Site with JAWS

JAWS allows students to use keyboard commands to navigate the Student Testing Site. Students using RBDs with router keys may also press the router key above the text for a button to move the cursor to that button. They can press the router key again to select that button instead of using the provided keyboard commands.

The actions associated with each JAWS keyboard command depend on the context in which the students presses the key. In other words, the same key may have different effects depending on whether the student is on the Sign-In pages, the test pages, or within the items and stimuli of the test pages.

Table 11 provides an overview of how to use JAWS keyboard commands in each context. In order for students to use these keyboard commands, Permissive Mode must be enabled for them in TDS. If JAWS enters Forms Mode, these keyboard commands may not work. In order to exit Forms Mode, press **NUM PAD PLUS**.

Table 9. Overview of JAWS Keyboard Commands in the Student Testing Site

Key	Action
Navigating the Sign-In Pages with JAWS Keyboard Commands	
Insert + F10 (standard keyboard) Space + S (Perkins Braille keyboard)	Returns the focus to the Secure Browser if the student navigates to the JAWS application window while signing in. Keyboard layouts may vary by device. Please refer to the manual provided by the device manufacturer for more information.
Tab	Moves the focus to the next field or button on the page
Shift + Tab	Moves the focus to the previous field or button on the page
Down Arrow	Reads the next line on the page
Up Arrow	Reads the previous line on the page
Enter	Selects the button that is currently in focus
Navigating Test Pages with JAWS Keyboard Commands	
R	Navigates to the next landmark region on the test page. A test page has up to three primary landmark regions: <ul style="list-style-type: none"> • Banner Region: The banner contains the test information row. This row displays the current question numbers, test name, student name, test settings button, pause button, and help button. • Navigation and Test Tools Region: This region displays the navigation and tool buttons. • Test Content Region: This region consists of the <i>Stimulus</i> section and the <i>Question</i> section: <ul style="list-style-type: none"> ○ <i>Stimulus Section:</i> Contains the stimulus title, stimulus context menu, and stimulus content. ○ <i>Question Section:</i> Contains a question number, question labels (labels that appear when you mark an item for review, print an item, or enter a note for an item), question context menu, question prompt, and the response area.

Key	Action
H	<p>Jumps to the next heading on the page.</p> <p>In general, the following test components are defined with a heading:</p> <ul style="list-style-type: none"> • Test name (H1) • Student name (H2) • Passage title (H3) • Question number (H3) <p>On test pages that have multiple questions, students can jump directly from one question to the next. To do so, press H and then press the Down arrow twice. The question stem is read aloud.</p>
Shift + R	Jumps to the previous heading on the page.
Tab	<p>Moves to the next component on the page. In general, the following test elements are components:</p> <ul style="list-style-type: none"> • Navigation and tool buttons • Question number (and associated prompt text) • Context menu • Response options
Shift + Tab	Moves to the previous component on the page
Enter	Selects a button or response option or open a context menu.
Down Arrow	Moves to the next line on the page
Up Arrow	Moves to the previous line on the page
Insert + Down Arrow	Reads everything on the page (from the current point of focus)
Ctrl or Space	Stops JAWS from reading
Opening and Using Context Menus with JAWS Keyboard Commands	
Enter	Pressing Enter when JAWS reads “Menu button” will open the context menu. This is the only way to open the context menu when streamlined mode is turned on.
Down Arrow	Moves the focus to the next option in the menu. JAWS will read this option aloud.
Up Arrow	Moves the focus to the previous option in the menu. JAWS will read this option aloud.

Key	Action
Space	Selects the menu option currently in focus
Esc	Closes the context menu without selecting any options
Responding to Items with JAWS Keyboard Commands	
Tab	<ul style="list-style-type: none"> Students can use the Tab key to navigate to the item prompt, which JAWS will read aloud. After JAWS reads the prompt aloud, students can press Tab again to navigate to the response area. They may need to press Tab multiple times depending on the item type and whether any question labels appear for the item. In the response area for an item, students can press Tab to navigate between each answer option, text box, selectable text field, keypad button, or check box, depending on the item type.
Shift + Tab	Navigates to the previous answer option, text box, selectable text field, keypad button, or check box, depending on the item type.
Up and Down Arrow Keys	<ul style="list-style-type: none"> For multiple choice and multi-select items, pressing the arrow keys will move between each answer option. For edit task choice items, pressing the arrow keys will move between each line of text in the item. After users open an edit menu by pressing Space, the arrow keys can be used to move between the answer options in the drop-down list.
Space	<ul style="list-style-type: none"> For multiple choice and multi-select items, pressing Space will select the answer option in focus. For edit task items, pressing Space will open the edit menu in which students type or select a response. For table match items, pressing Space will mark the checkbox in focus.
Enter	<ul style="list-style-type: none"> For hot text items, pressing Enter will choose the selectable text area in focus as the answer option. For edit task choice items, pressing Enter will select an answer option from the drop-down list in the edit menu. For equation items, pressing Enter will select the keypad button in focus.
Alt + 7	<ul style="list-style-type: none"> For equation items, pressing Alt + 7 will open a popup menu with special characters. Students can use the arrow keys to move between the special characters in the list and then press Enter to insert a special character in the response area.