

How to Navigate through the Test and Use the Tools



If you cannot see the complete text on your computer screen, use the scroll bar on the right of your computer screen to move up and down, or use the scroll bar at the bottom of your computer screen to move from left to right.



Click the magnifying glass with the plus sign to zoom in (make the text bigger).



Click the magnifying glass with the minus sign to zoom out (make the text smaller).



Click the highlighter to use the highlighting feature.



Use your notepad on your tools bar for your rough notes.



For multiple-choice questions, you can cross out or eliminate some answer choices by clicking the strikethrough tool. Click the strikethrough tool and then click the answer you want to cross out or eliminate.



Click the flag if you do not know the answer to a question or are unsure of the answer you have chosen. This will make it easier for you to return to those questions before finishing your test. You do not have to answer a question before moving to the next question.



Click the mask icon in the upper right corner of the screen to mask or block parts of the text on the screen.



Click the mask icon in the upper right corner of the screen to mask or hide an answer choice on the screen. The mask icon will only be visible to students receiving this accessibility feature.



For students receiving the colour contrast accommodation, click the colour contrast icon in the upper left corner of the screen to change the background and/or font color. The colour contrast icon will only be visible to students receiving this accommodation.



Click the line reader icon in the upper right corner of the screen to mask a single line of text (item or passage) and to move the tool up or down the screen to assist in reading individual lines of text.



For students receiving the text reader accommodation, click the play icon.



For students receiving the text reader accommodation, click the fast forward icon to move to the next track. The fast forward icon appears after a track has been selected.



For students receiving the text reader accommodation, click the rewind icon to move to the previous track. The rewind icon appears after a track has been selected.



Click the Ab icon to enable Click to Speak. Once enabled, the Click to Speak icon will appear (see below). Then select specific text within the passage or question you wish to hear.



Click the Click to Speak icon to disable it. If you wish to return to autoplay, click the play button. The audio will resume playing automatically.

Split Screen: Some of the screens in this test are split into two screens, with a text appearing in the left screen and an item appearing in the right screen. There is a scroll bar on the right side of the left screen that you can move up or down to see all of the text. To expand the text to one full screen, click the gray tab at the top right of the left screen.

The **Previous** button will allow you to return to the previous screen. The **Next** button will allow you to view the next screen. When you click **Next**, your answer is automatically saved. Click the **Review** button to view a list of all unanswered, answered, and flagged items. When you have completed the test, click **Finish**. If you click **Finish**, you can still return to the test by clicking **Return to Test**. To begin the test, click **Next** above.