



Services for Students with Disabilities (SSD) Overview for Coordinators

Spring 2024 Digital SAT® Suite of Assessments

February 20, 21, and 22, 2024

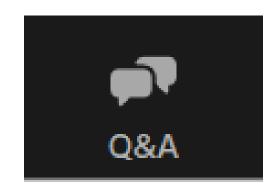


Jenn Wolf Belda College Board State Implementation Manager - IL

Christine Loew
Director, Accessibility for Digital Assessments

Housekeeping

- Please use the Q&A feature on Zoom to ask any questions during the presentation.
- We will address questions or, if they pertain to a unique need, we'll follow up with you after the presentation via email.
- We will leave time at the end of the presentation to answer questions live, time permitting.
- This presentation will be posted on the <u>ISBE SAT with Essay</u>,
 <u>PSAT 10</u>, and <u>PSAT 8/9 page</u> under Presentations and Webinars.



Today's Agenda





Objective

To provide an understanding of key topics and information to SSD coordinators regarding administering digital SAT® Suite to students with accommodations, including managing registrations with accommodations, configurations of assistive technology, and supporting EL learners.

Agenda

Test Overview

- Testing Window
- Digital SAT Suite Systems Spring 2024
- Universal Tools

Verifying Accommodations for Test Day

- State Data Management System
- Waiving Accommodations
- Force Match Accommodations

Assign Students to Test Rooms in Test Day Toolkit

- Testing Groups
- Test Tickets

Exam Setup and Practice Tests

- Exam Setup in Bluebook
- Taking a Practice Test in Bluebook

Common Accommodations and Timing Tables

- Digital Accommodations
- Timing Tables
- Paper Testing

English Learner Supports

- Time and one-half
- Translated test directions & word-to-word bilingual dictionaries

Assistive Technology in Bluebook

- Screen Reader (Text-to-Speech) and Voice Recognition (Dictation/Speech-to-Text)
- Microsoft, Windows, Chrome, and Apple Accessibility Features

Resources

Ouestions and Answers

Sharing Personal Identifiable Information (PII) with College Board

Student PII may include the following data:

- Name
- Date of Birth
- Address
- Telephone number
- Email address

Please exercise caution when handling student PII.

If it becomes necessary to discuss an issue that involves sharing this information, please opt for communication via telephone whenever possible.



Testing Window and Digital SAT Suite Information

IL Spring 2024 Digital Testing Window for SAT® with Essay, PSATTM 10, and PSATTM 8/9

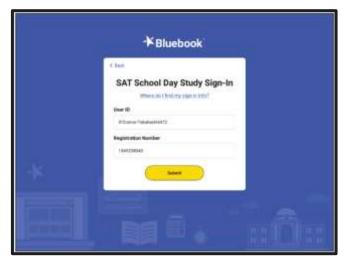
		Ma	rch 2	024		
Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Good Friday	30
		Ap	ril 20)24		
Sun	Mon	Tues	Wed	Thu	Fri	Sat
31 _{East}	1	2	3	4	5	6
7	8	9 Ramada	10	11	12	13
14	15	16	17	18	19	20
21	22Passover Begins	23	24	25	26	27
28	29	30Passover				

March 18-April 26, 2024

- Schools may test students on any weekday(s) during the 6-week testing window.
- Any student who is absent on the primary test date selected by the school will be afforded at least one opportunity to test on a subsequent day(s) during the testing window, as feasible with scheduling and staffing.
- Schools can test in the morning and/or in the afternoon and may conduct multiple testing sessions in one day.

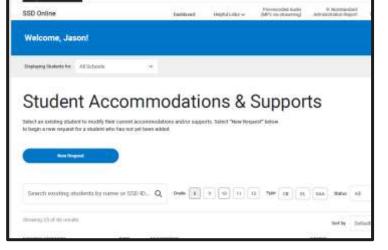
Digital SAT Suite Systems – Spring 2024

BluebookTM (Students)



Welcome,
Proctor!

Test Day Training and past of the test of the t



Home Register Students V Manage Students V Student Roster

SAT School Day no essay

1/6/2024-4-8-51 PM - Last bulk data or student record updated

Total School Count With Registration
1 Total Registrations
2 0

Registration by Grade

1101 2 Students

O

PSAT 10

1/6/2024-4-8-51 PM - Last bulk data or student record updated

Total School Count With Registration
1 Total Started Test
0

Registration by Grade

1101 2 Students
0

Total Submitted Test
0

Total School Count With Registration
Exam Setup Complete
0

Total Started Test
0

PSAT 10

1/6/2024-4-8-51 PM - Last bulk data or student record updated

Total School Count With Registration
Exam Setup Complete
0

Total School Count With Registration
Exam Setup Complete
0

SSD Online (Accommodations)

State Data
Management
System (SDMS)
(Test Registrations from State)





Bluebook Universal Tools & Features

Section Directions

Directions are at the top of each test screen.

Testing Timer

Test timer for students to pace themselves. They can hide it until 5 minutes remain.

Calculator

Built-in Desmos calculator.

Reference Sheet

The reference sheet has commonly used math formulas.

Annotate

Select text, then click Annotate to highlight text or leave a note.

Help

Access information on using the test tools, navigating the application, and more.

Keyboard Shortcuts

Use keyboard shortcuts configured to navigate to important functions within the digital exam.

Line Reader

Use the line reader to help you focus as you're reading test content.



More Universal Tools & Features

Mark for Review

Use a bookmark icon to flag any question they want to come back to later.

Option Eliminator

Cross out answer choices they think are wrong.

Question Menu

Navigate to any question in the section and review status: unanswered and marked for review.

Zoom

Enlarge or zoom with keyboard shortcuts on laptops or by pinching on tablets.

5 Minutes Left

Receive an alert when 5 minutes remain in a section.

Verbal Instructions

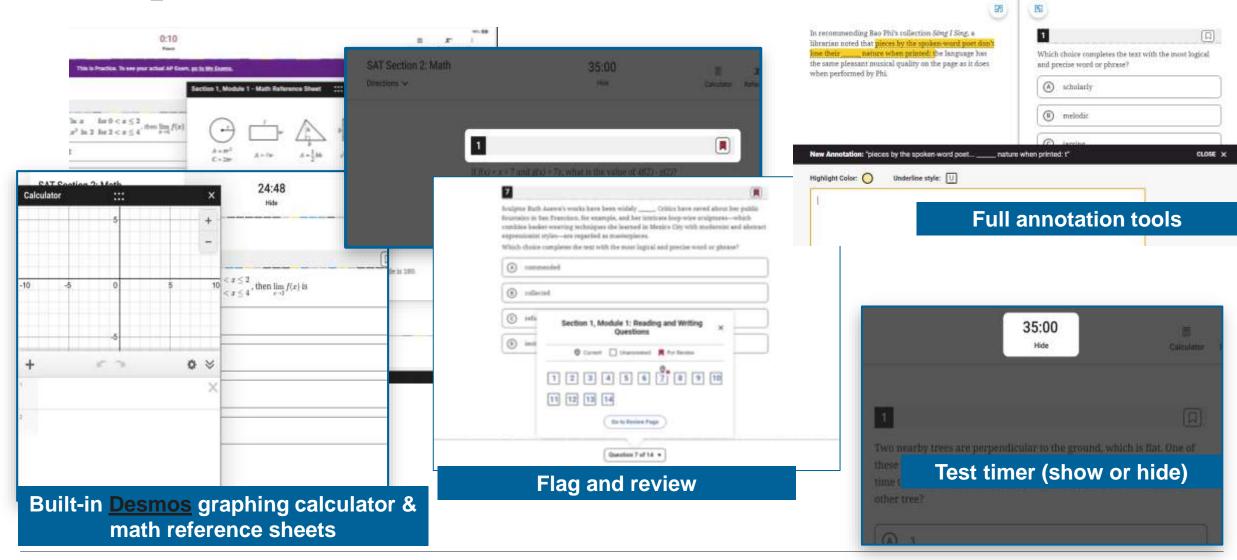
Online transcript of instructions provided orally to students.

Color Contrast/Filters

Adjust operating system color settings and contrast.



Examples of Bluebook Universal Tools



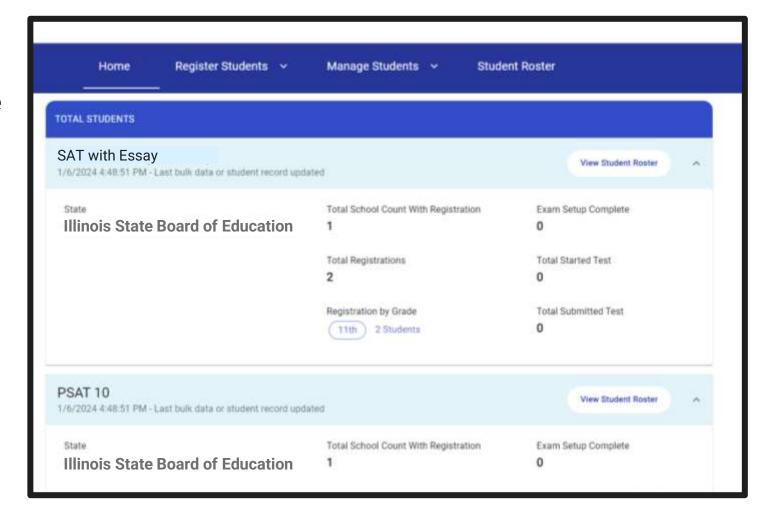




Verify Student Accommodations for Test Day

SDMS - What Is It?

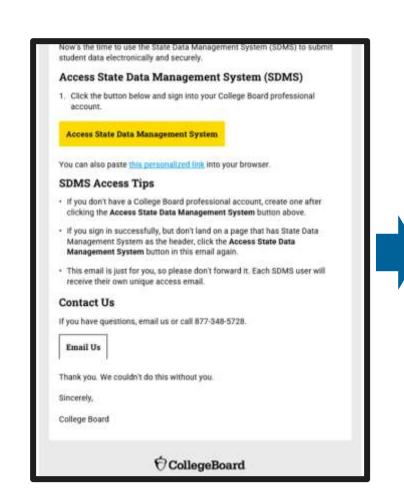
- State Data Management System
 (SDMS) is a new tool created by College
 Board to manage student registrations
 for state SAT with Essay, PSAT 10, and
 PSAT 8/9 testing.
- In spring 2024, student registration data will flow from ISBE's Student Information System (SIS) to College Board's State Data Management System (SDMS) to College Board's Test Day Toolkit.
 - Unlike fall, College Board's SAT
 Suite of Assessment Ordering and
 Registration (SSOR) system will not
 be used for spring accountability
 testing.

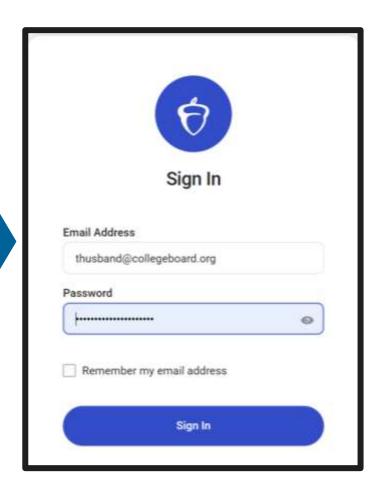




SDMS Email and Access

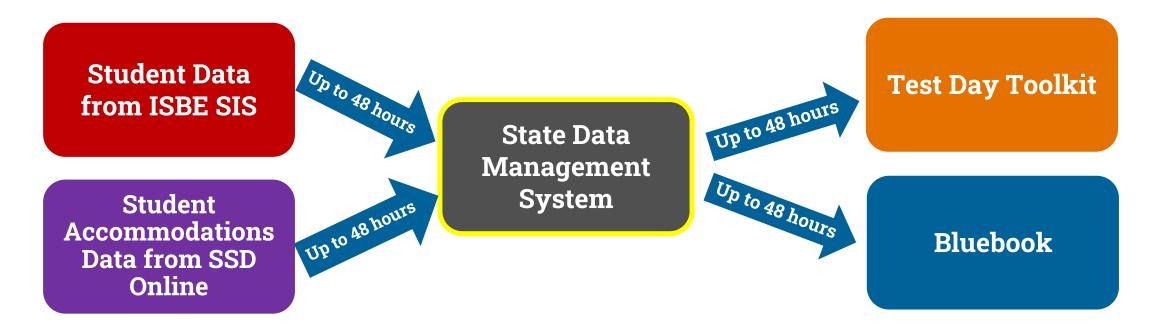
- District and school users began receiving the SDMS access emails on Friday, February 2.
- The invitation is unique to each user and is not forwardable.
- Educators log in using their College Board account.
- If a user has changed, please complete the <u>State Testing School</u> <u>Contact Update Form</u> to update your information. Allow at least 48 hours for any changes to be reflected in College Board systems.







SDMS Function



- Data from SDMS integrates with accommodations data from SSD Online.
 - Approved accommodations will appear in the student's record in SDMS.
 - Approved accommodations may be waived, entirely or in-part, in SDMS if a student chooses and their guardian consents.
- Student rosters from SDMS automatically populate Test Day Toolkit.
- Student data in SDMS determine the generation of a student's test in Bluebook.



SDMS Permissions and Communication

Role	District SDMS Coordinator	School Test Coordinator	Technology Coordinator	SSD Coordinator
View student registrations and associated accommodations				
Transfer a student from one school to another within a district.				
Edit student registrations				
Waive all or partial accommodations				
Force match accommodations				

Backup Test Coordinators will have access to SDMS.

When waiving accommodations or force matching in SDMS, please allow at least 4 days for an updated test package to appear in Bluebook.

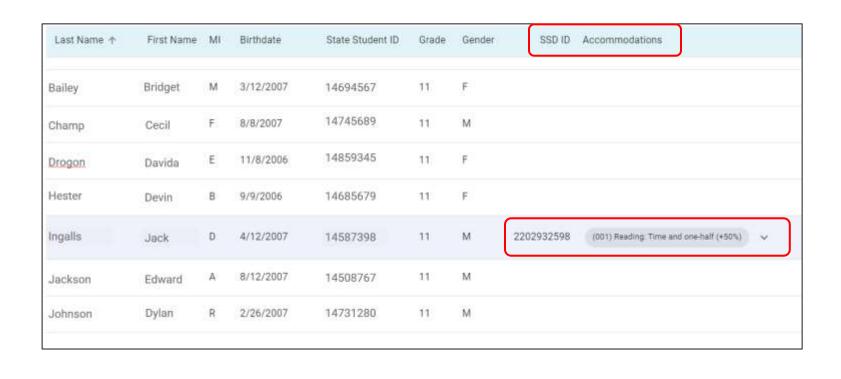


State Data Management System (SDMS)

As SSD coordinator, you can view student rosters in SDMS to verify that student registrations have the approved accommodations listed.

If an accommodation is not listed or incorrect, please check SSD Online, or you may need to 'force match' a student's accommodations.

Only approved accommodations will be listed and used to provision test packages.



SDMS – Waive Accommodations



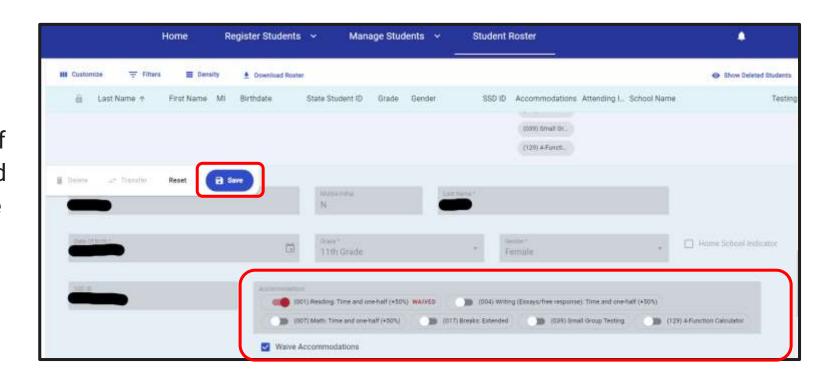
SSD coordinators can waive all or some of a student's test accommodations in SDMS for spring 2024 testing only.

This will <u>not</u> impact the student's approved accommodations in SSD Online for other College Board assessments, such as AP[®].

Please allow up to 4 business days for a student's test package to be re-provisioned after waiving accommodations.

Manage Students: Waiving Accommodations

- Navigate to the student's profile in SDMS and expand using the + sign to the left of their name.
- Use the toggle switch next to each of the student's accommodations listed under their "student details" to waive any that the student does not want to use.
- We strongly recommend that the school obtain the request to waive accommodations in writing from the student's parent/guardian or the student (if 18 or older).

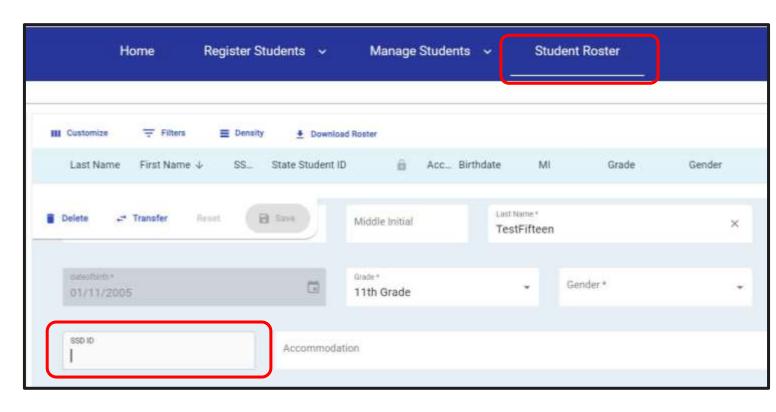


SDMS - Force Match Accommodations

SSD coordinators can 'force match' a student test registration in SDMS with their approved accommodations in SSD Online.

Example: Jane R. Doe is registered by ISBE for SAT with Essay. However, Jane is listed in SSD Online as John R. Doe, and therefore their accommodations were not synced to Jane's registration in SDMS.

The SSD coordinator knows that Jane and John are the same person, and therefore enters John's SSD identification number into the SDMS profile of Jane R. Doe, which will then 'force match' John's SSD accommodations to Jane's SAT with Essay registration.



Please allow up to 48 hours for a student's test package to be re-provisioned after force matching accommodations.





Assigning Students to Testing Rooms in Test Day Toolkit

Digital SAT and PSAT Testing Time (with Breaks)

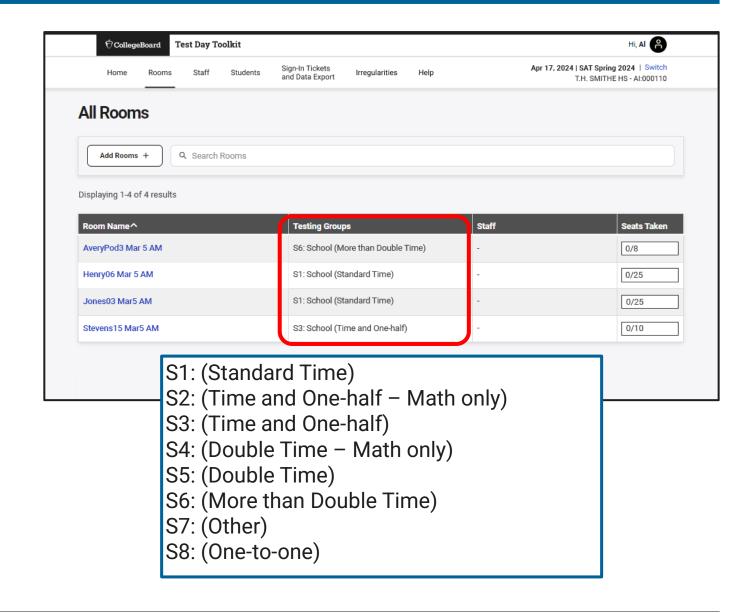
Timing	SAT with Essay	PSAT 10 and PSAT 8/9
Standard time	3 hours 19 minutes	2 hours 24 minutes
Time and one-half (reading)	5 hours 16 minutes 20 min nutrition break included	3 hours 41 minutes
Time and one-half (math only)	3 hours 59 minutes	3 hours 4 minutes
Double time (reading)	6 hours 43 minutes* 20 min nutrition break included	4 hours 58 minutes 20 min nutrition break included
Double time (math only)	4 hours 34 minutes	3 hours 39 minutes

^{*}Testing over 2 days – Essay is on day 2.

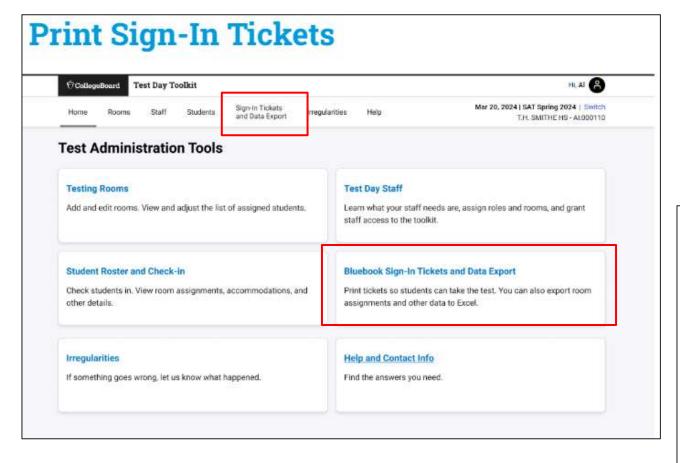
Testing Groups

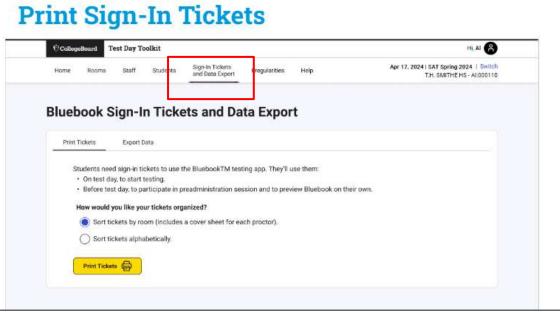
Test Day Toolkit

- Test Day Toolkit and SSD Online work together to provision test packages for your students based on their approved accommodations.
- Students who require testing in separate rooms are assigned testing groups in Test Day Toolkit.
- Students with State-Allowed
 Accommodations (SAAs) and EL Supports
 can be seated in the same room as other
 students with the same timing.
- Students approved for extended time for reading will receive that extended time on all sections of the test.
- Students approved for extended time for math will receive that extended time on the math section only.



Test Day Toolkit – Print Sign-in Tickets

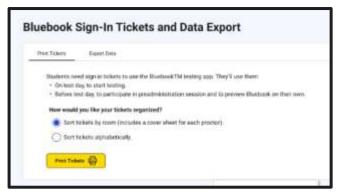






Test Day Toolkit – Print Sign-in Tickets

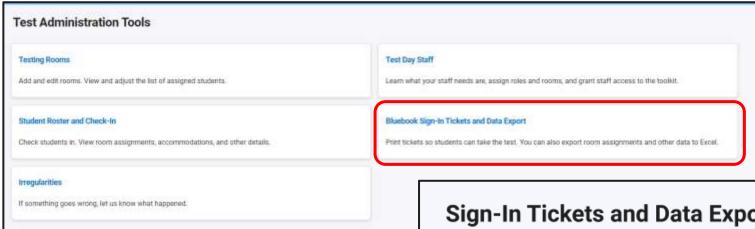
- Test coordinators can print sign-in tickets.
- For printing, there are two options:
 - Option 1: Print by room, with a cover sheet for each proctor.
 - o Option 2: Print alphabetically by last name.
- Note: By default, tickets print 4 to a page.





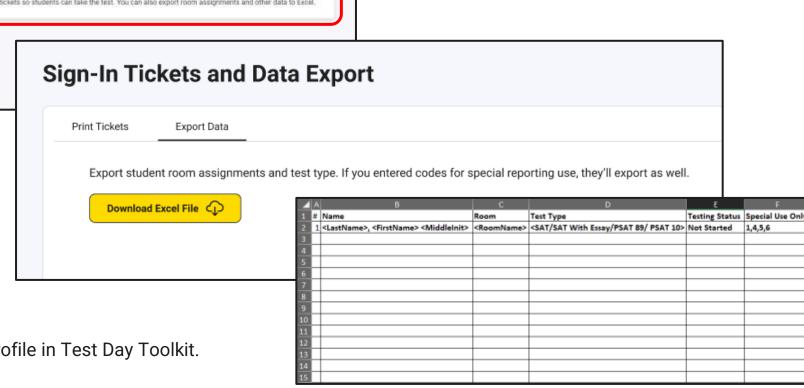


Test Day Toolkit – Data Export



Excel Data Export

- Student Name
- Assigned Testing Room
- Test Type
- Test Status



Note: Special Use Codes available in Student Profile in Test Day Toolkit.



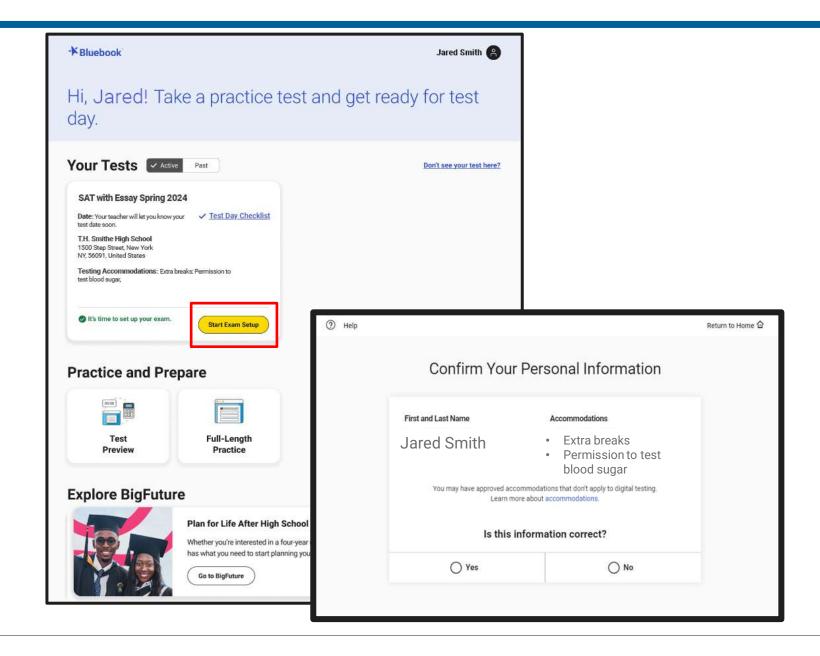


Exam Setup and Practice Test in Bluebook

Exam Setup

As part of digital readiness check activities, students should complete Exam Setup prior to test day to confirm their information in Bluebook. Students should use their test ticket to sign in to Bluebook.

If the listed accommodations are incorrect, the student's test package will need to be re-provisioned once the change is made in SSD Online.



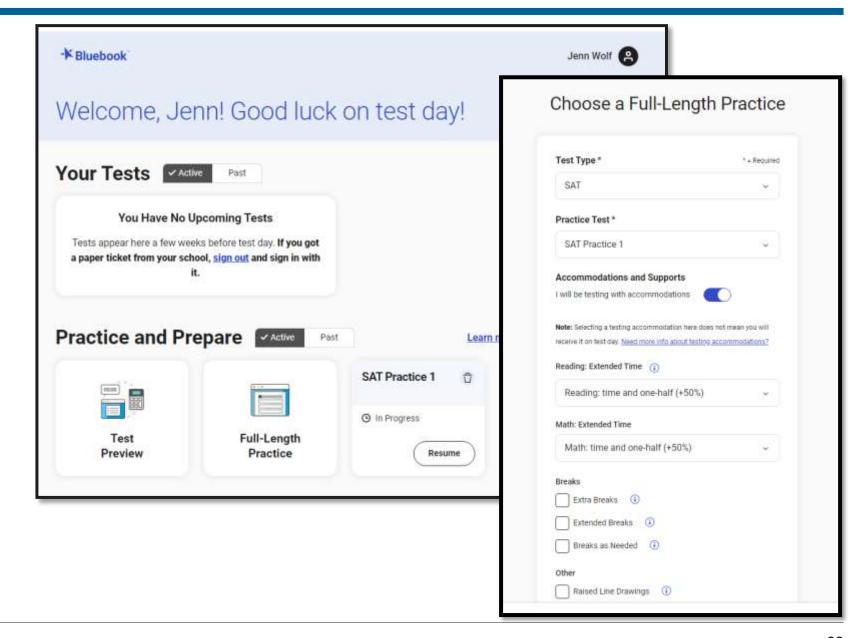


Practice Test

Students may access a full-length practice test at any time before test day.

This is strongly recommended for students needing to use any of the universal tools, text-to-speech, dictation, or other assistive technology.

Students may enable their accommodations on a practice test to simulate their test day experience.







Common Accommodations and Timing Tables

Digital Accommodations

Accommodations may vary in their implementation between digital exams and paper and pencil exams. Students can use digital alternatives, such as assistive technology (AT):

Accommodation Category	Approved Accommodation	Examples of Approved Assistive Technology (AT)
Reading/Seeing Text	Assistive Technology-Compatible Test (ATC) Form	Screen Reader or Text-to-Speech
Reading/Seeing Text	Braille with Raised Line Drawings, Contracted	Screen Reader, Braille Display, etc.
Reading/Seeing Text	Human Reader	Screen Reader or Text-to-Speech
Reading/Seeing Text	Magnification Device (electronic)	Magnifier/Zoom
Reading/Seeing Text	Prerecorded Audio (MP3 via Streaming)	Screen Reader or Text-to-Speech
Reading/Seeing text	Raised Line Drawings	Screen Reader
Recording Responses	Braille Writer	Braille Display, Speech-to-Text
Recording Responses	Writer/Scribe to Record Responses	Speech-to-Text, Braille Display
Other	Assistive Technology	Screen Reader, Speech-to-Text, Text-to-Speech, Braille Display, other ATs

Students with these accommodations will receive an accessible test package to allow for the use of assistive technology.

Timing Tables – Breaks, Extended Breaks, Breaks as Needed (S1)

- Students in the same group type (S1) may be timed differently if students have unlike break times.
- To minimize disruptions, you may want to organize students in testing rooms with the same break times.

	Section 1			Section 2			Section 3			
	Module 1: Reading and Writing	Module 2: Reading and Writing	Break	Module 1:	Module 2: Math	Break	Essay	Total Testing Time		
Standard Time	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	5 minutes	50 minutes	3:04 testing time + breaks = 3:19		
Standard Time with Extra Breaks	32 minutes	32 minutes	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	5 minutes	50 minutes	3:04 testing time + breaks =
	5-min. break			5-min. break				3:29		
Standard Time with Extended Breaks	32 minutes	32 minutes	20 minutes	35 minutes	35 minutes	10 minutes	50 minutes	3:04 testing time + breaks = 3:34		
Standard Time with Breaks as Needed*	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	5 minutes	50 minutes	3:04 testing time + variable breaks		

Timing Tables – Extended Time: Reading

- If a student is approved for extended time for Reading, then each section of the test will receive that extended time.
- Students approved for extended time receive a break between modules.
- Students approved for screen reader (Text-to-Speech) will use Reading: Time and One-Half (S3)

	Section 1			Section 2			Section 3					
	Module 1: Reading and Writing	Module 2: Reading and Writing	Break	Module 1: Math	Module 2: Math	Break	Essay	Total Testing Time				
Reading: Time and One-Half	48 minutes	48 minutes	20-min. nutrition break	53 minutes	52 minutes	52 minutes 5 minutes	38 minutes	4:36 testing time + breaks =				
	5-min.			5-min.			5-min. break					
	break			break			37 minutes					
Reading: Time and One-Half with	48 minutes	48 minutes	48 minutes 20 min	20 minutes 5	53 minutes	52 minutes	10 minutes	38 minutes	4:36			
							10-min. break	testing time + breaks = 5:36				
Extended Breaks	10-min. break			10-min. break			37 minutes					
Reading:	64 minutes	64 minutes	20-min.		STATE STATE	20-min. nutrition	STATE STATE	70 minutes	70 minutes	End of	50 minutes	End of
Time			break			Day 1 (4:28 + breaks =	5-min. break	Day 2 (1:40 + breaks =				
	5-min. break			5-min. break		4:58)	50 minutes	1:45)				
Reading:	64 minutes	64 minutes	20 minutes	70 minutes	70 minutes	End of	50 minutes	End of				
Double Time with						Day 1 (4:28	10-min.	Day 1 (1:40				
Extended Breaks	10-min. break			10-min. break		+ breaks = 5:08)	50 minutes	+ breaks = 1:50)				



Timing Tables – Extended Time: Math Only

 Students approved for extended time receive a break between modules.

	Section 1			Section 2			Section 3			
	Module 1: Reading and Writing	Module 2: Reading and Writing	Break	Module 1:	Module 2: Math	Break	Essay	Total Testing Time		
Math: Time and One-Half	32 minutes	32 minutes	10 minutes	53 minutes	52 minutes	5 minutes	50 minutes	3:39 testing time + breaks = 3:59		
				5-min. break						
Math: Time and One-Half with Extended	32 minutes	me and ne-Half th	ne and e-Half n	and Ialf	20 minutes	53 minutes	52 minutes	10 minutes	50 minutes	3:39 testing time + breaks =
Breaks				10-min. break				4:19		
Math: Double Time	32 minutes	32 minutes 32 minutes	10 minutes	70 minutes	70 minutes	5 minutes	50 minutes	4:14 testing time + breaks = 4:34		
				5-min. break						
Math: 32 r Double Time with Extended	32 minutes	32 minutes 32 minutes 20 m	20 minutes	70 minutes	70 minutes	10 minutes	50 minutes	4:14 testing time + breaks = 4:54		
Breaks				10-min. break						

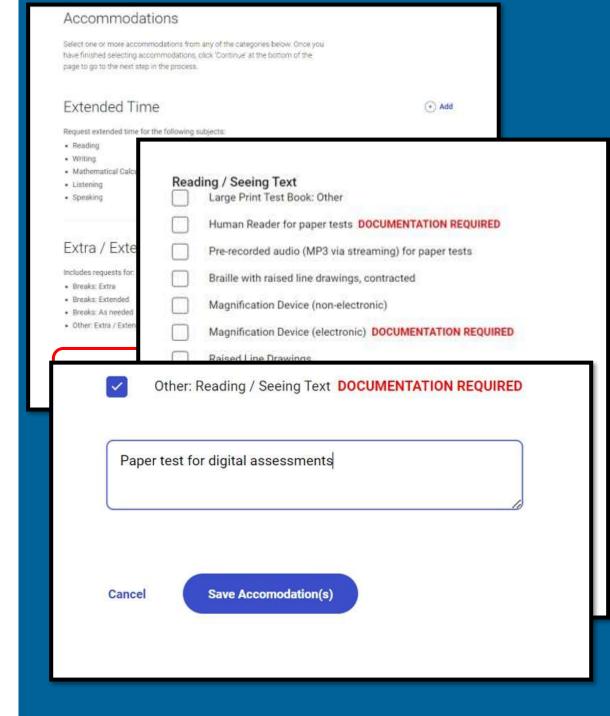
Timing Tables – Extended Time: Writing Only (Essay)

 Students approved for extended time receive a break between modules.

	Section 1			Section 2		Section 3		
	Module 1: Reading and Writing	Module 2: Reading and Writing	Break	Module 1:	Module 2: Math	Break	Essay	Total Testing Time
Writing: Time and	32 minutes	32 minutes	ninutes 10 minutes 35 minute	35 minutes	35 minutes	s 5 minutes	38 minutes	3:29 testing time + breaks = 3:49
One-Half							5-min. break	
							37 minutes	
Writing: Time and	32 minutes	32 minutes 32 minutes	minutes 20 minutes	35 minutes	35 minutes	10 minutes	38 minutes	3:29 testing time + breaks = 4:09
One-Half with Extended							10-min. break	
Breaks							37 minutes	
Writing: Double	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	5 minutes	50 minutes	3:54
Time							5-min. break	testing time + breaks = 4:14
							50 minutes	
Writing: Double	32 minutes	32 minutes	20 minutes	35 minutes	35 minutes	10-m	50 minutes	3:54 testing time + breaks =
Time with Extended							10-min. break	
Breaks							50 minutes	4:34

Requesting a Paper Testing Accommodation

- Most students will take the digital SAT with Essay, PSAT 10, or PSAT 8/9 test.
- In rare exceptions, a student may not be able to test using a computer. In such cases, the SSD coordinator should request paper testing for these students in SSD Online.
- The paper versions of the digital SAT with Essay, PSAT 10, and PSAT 8/9 are not adaptive tests and are longer testing experiences.
- SSD coordinators or other testing staff will need to transcribe a student's paper test responses into Bluebook and then return the paper test materials to College Board.



Paper/Pencil Testing

- If a student is taking a paper/pencil test due to an approved accommodation in SSD Online, the test materials will be automatically shipped to the test coordinator beginning March 5, 2024.
- Testing must occur during the testing window of March 18 April 26. All paper/pencil tests must be returned to College Board no later than April 26.
- If testing a student on April 26, the test must be shipped back to College Board the same day.
- The SAT Suite Paper Testing Guides will be published in late February 2024 on the ISBE assessment website and will detail the processes for administering the paper/pencil test, including timing charts.



English Learner (EL) Supports for Digital Testing

English Learner (EL) Supports for Digital Testing

EL Time and One-Half (+50%)

- Using this support results in college-reportable scores for students.
- Students receive Time and One-Half (+50%) extended time on each section of the test.
- Students must sit for the entire time allotted. They cannot go ahead in the test even if they are the only one testing.
- Students using this support may be tested with other students using the same timing.
- This support must be submitted in SSD Online by the published deadline for the student to receive the correct test package.
- EL Supports expire annually and must be renewed.

Additional English Learner (EL) Supports for Digital Testing

Using these supports will result in college-reportable scores for students. The following do <u>not</u> have to be requested in SSD Online.

Translated Test Directions

- Printed versions of the test directions can be downloaded by educators in mid-February 2024 and distributed to students on test day as needed.
- Languages available include Albanian, Arabic, Bengali, Chinese/Mandarin, French, Gujarati,
 Haitian Creole, Hindi, Mexican Spanish, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian,
 Urdu, and Vietnamese.
- Other languages can be supported "on the fly" by approved translators.

Word-to-Word Bilingual Dictionaries

• The list of approved dictionaries can be found on College Board's website.

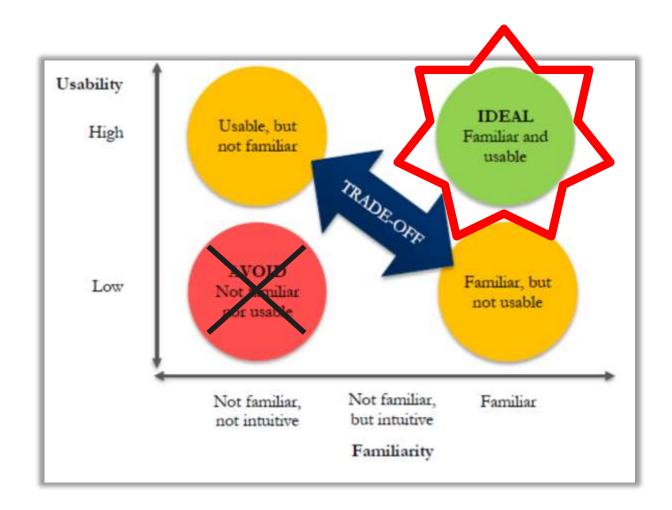


Using Assistive Technology with Bluebook™ Digital Testing



Assistive technology features are provided through the device operating system. They are not embedded in the Bluebook exam application.

Accessibility - Usability - Familiarity



- There are multiple ways and assistive technologies to deliver tests that meet student preferences or needs.
- Accessibility determines access and use.
- Usability determines the effectiveness of the delivery.
- Familiarity optimizes student experience, when access and usability are compatible.

Digital Accommodations for Bluebook

College Board has tested and currently supports the leading assistive technology (AT), such as screen readers, text-to-speech, dictation and magnification, and others delivered either through the operating system features or 3rd party software, including:

ASSISTIVE TECHNOLOGY	WINDOWS	CHROME OS	MACOS	IOS
Screen Readers	Narrator	ChromeVox	VoiceOver	VoiceOver
	NVDA (NonVisual Desktop			
	JAWS (Job Access with Speech)			
Text-to-Speech	Narrator	ChromeVox / Select to Speak	Voice Over / Spoken Content	Spoken Content
Dictation / Speech-to-Text	Voice Recognition / Dictation	Dictation / Voice Typing	Dictation	Dictation
Magnification	Magnifier	Display & Magnification	Zoom	Zoom
	ZoomText / Fusion			

Other assistive technology might work with the Bluebook application. Depending on the AT some functions may work differently or not at all. If your software is not listed above, try a <u>digital practice test on Bluebook</u> to ensure your AT will work on test day.



Screen Reader/Text-to-Speech (TTS)

Students approved for screen reader/text-to-speech can use the system features as appropriate.

Operating System



External Applications











Voice Recognition (Speech-to-Text)

Students approved for braille writer or writer/scribe can use the system features or external applications:

Operating System



External Applications





Screen Magnification

Students approved for magnification device (electronic) who need additional magnification and flexibility, can use the system settings or external applications:

Operating System



External Applications



Important: Both ZoomText and Fusion include a screen reader that must be disabled, if not an approved accommodation



CollegeBoard



Chromebook Accessibility Features

Chromebook Kiosk Accessibility

Floating Accessibility Menu

- Students with approved accommodations need the Chromebook floating accessibility menu to use the built-in screen reader, text-to-speech, and other accessibility features. Because Bluebook™ runs in kiosk mode, the menu is not available by default, and a student's custom Chromebook settings won't work.
- Requires technology coordinators to use the Admin console to change the device setting:
 - Adjust the Kiosk floating accessibility menu setting to show the menu in kiosk mode
 - Adjust the Kiosk accessibility shortcuts setting to enable keyboard shortcuts
 - More information is available on how to change the device settings at <u>Accessibility Features in</u> Chromebook Kiosk Mode







Chrome Chrome Vox

- ChromeVox built-in screen reader
 - You can turn ChromeVox on or off from any page by pressing Ctrl + Alt + z
 - From the floating accessibility menu enable
 ChromeVox (spoken feedback)
- ChromeVox settings are available, that can adjust verbosity, text styling, changing pitch, voices, speak text under the mouse, etc.
- ChromeVox Tutorial





Chrome Select-to-Speak

Hear parts of a page read aloud with **Select-to-Speak**.

 From the floating accessibility menu enable Select-to-Speak.

Depending on the keyboard, a user can press the **Search** key or the **Launcher** key for some shortcuts.

Option 1

- Press and hold the Search or Launcher key.
- Drag the cursor over an area of text.

Option 2

- Highlight the text to be read.
- Press **Search** or **Launcher + s**.





Chrome Dictation

Chrome Dictation and Voice Typing allows a user to enter text in most places you type – i.e., student-produced responses, free-response questions, and essays.

Dictation: from the floating accessibility menu, select > **Dictation**.

 Tap or select where you want to type (input field, free-response questions, essays, etc.). Press Search + d or press Launcher + d



Note: If Dictation does not appear in your accessibility quick settings, sign into Chromebook and go to Settings > Accessibility > Manage accessibility features > turn on Show accessibility options in Quick Settings or Always show accessibility options in the system menu.





Chrome Voice Typing

Chrome Dictation and Voice Typing allows a user to enter text in most places you type – i.e., student-produced responses, free-response questions, and essays.

 Voice Typing: Speak with the Onscreen keyboard: from the floating accessibility menu, select > Onscreen keyboard. At the top of the onscreen keyboard, select Speak (microphone)



Note: If the On-Screen Keyboard does not appear in your accessibility quick settings, sign into Chromebook and go to Settings > Accessibility > Manage accessibility features > turn on Show accessibility options in Quick Settings or Always show accessibility options in the system menu.

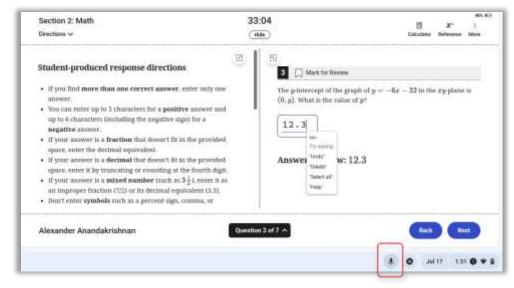




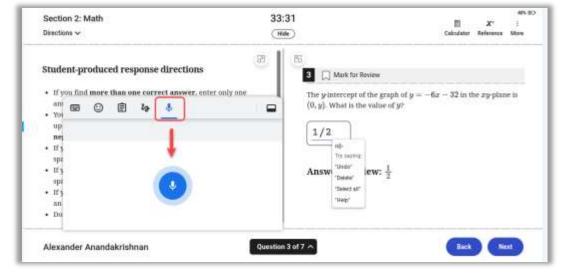
Chrome Dictation/On-Screen Keyboard

Chrome Dictation allows a user to enter text in most places you type – i.e., student-produced responses, free-response questions, and essays.

Dictation tool enabled



The **onscreen keyboard** – dictation tool





Chrome Full Screen Magnification

You can enable the **full-screen magnifier** from the floating accessibility menu or using the keyboard shortcuts:

- Full-screen magnifier (Search or Launcher + Ctrl + M)
 - Ctrl + Alt + Arrow to move around when zoomed
 - Zoom levels (full screen & docked): 2x 20x
 - Additional options available in the accessibility Settings > Display and Magnification > Full-screen magnifier

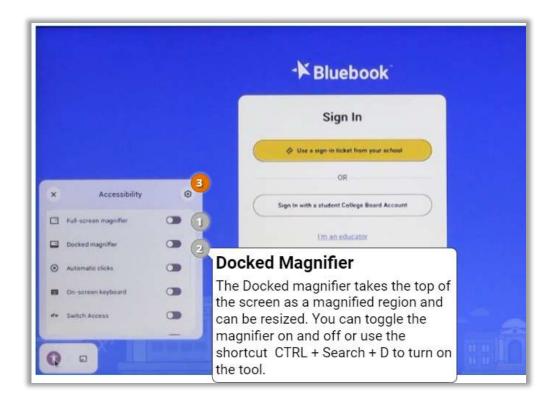




Chrome Docked Magnification

You can enable the **Docked magnifier** from the floating accessibility menu or using the keyboard shortcuts:

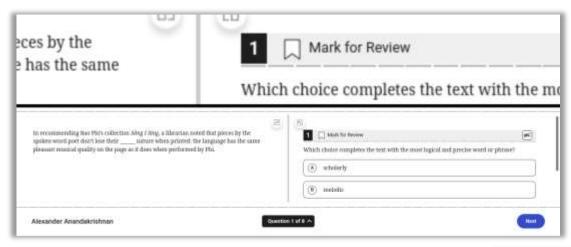
- Docked magnifier (Search or Launcher + Ctrl + D) – split screen magnification
- Adjust zoom level Settings > Display and Magnification > Docked magnifier
 - Zoom levels (full screen & docked): 2x 20x



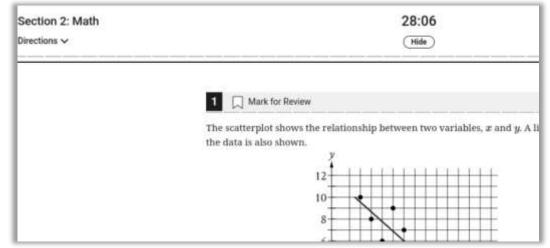


Chrome Display & Magnification

Docked magnification



Full screen magnification



CollegeBoard



Microsoft Accessibility Features



Windows Narrator

To start/stop Narrator:

- Press the Windows logo key + Ctrl + Enter to start/stop Narrator.
- Press the Windows logo key + Ctrl + N together to open Narrator settings, then turn on the toggle under Use Narrator.

To stop Narrator from reading at any time, press the Ctrl key.

To use your mouse cursor to read text:

- Go to the Narrator setting titled **Use Narrator Cursor**.
- Activate the following settings:
 - Show the Narrator cursor
 - Sync the Narrator cursor and system focus
 - Move my text cursor with the Narrator cursor as Narrator reads text

Activate any other settings as per the student's preference.







Windows Speech: Voice Recognition Dictation

To use Windows Speech, follow the steps below for your operating system:

Windows 10

- Go to System Settings > Ease of Access > Speech > turn on Speech recognition.

(Keyboard shortcut: Press Windows logo key + Ctrl + S)

To help the PC recognize a user's voice: <u>Use</u>
 Voice Recognition for Windows 10

Windows 11

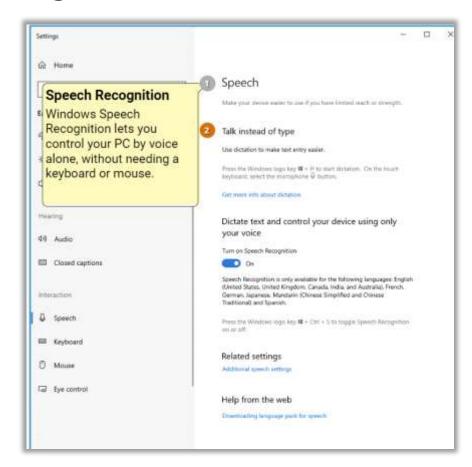
 Go to System Settings > Accessibility > Speech > turn on Voice Access.

(Keyboard shortcut: Press Windows logo key + Ctrl + S)

To help the PC recognize a user's voice: <u>Use</u>
 <u>Voice Recognition for Windows 11</u>

Windows Dictation

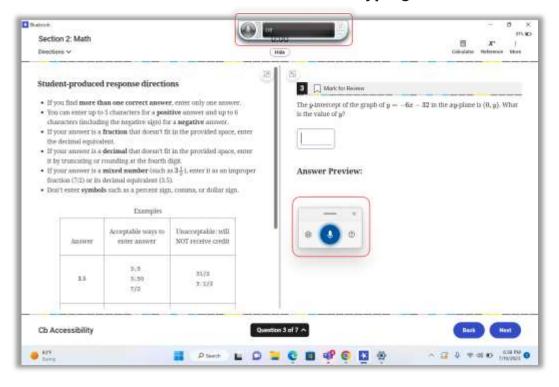
 To start dictating, select a text field and press the Windows logo key + H to open the dictation toolbar.





Windows Voice Recognition and Dictation

Voice Access and Voice Typing





To assist with interacting on a device, screen, or app, you can speak "Show Numbers."

Show Numbers





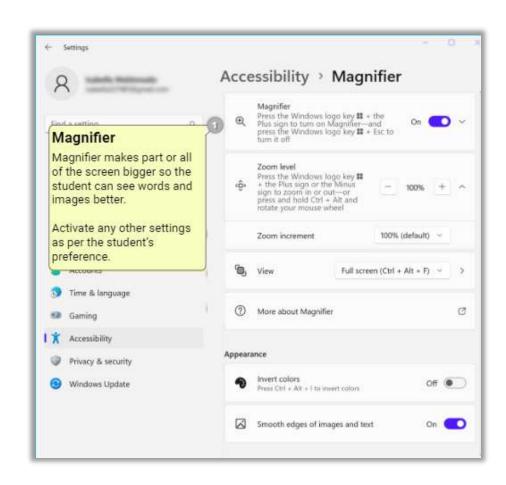
Windows Magnifier

To use Windows Magnifier:

- Windows 10: Select Start > Settings > Ease of Access > Magnifier > Turn on Magnifier.
- Windows
 11: Select Start > Settings > Accessibility > Vision: Magnifier > Turn on Magnifier switch
- Or press the Windows logo key + Plus sign (+). To turn off the Magnifier, press the Windows logo key + Esc.

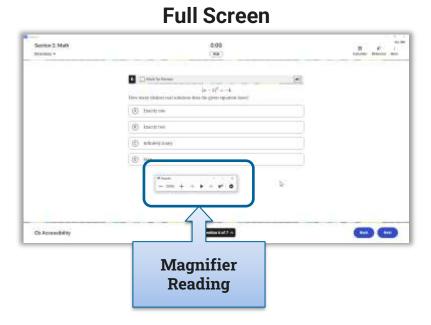
Adjust the **Magnifier view**, as per student preference:

- Lens (Ctrl + Alt + L)
- Full Screen (Ctrl + Alt + F)
- Docked (Ctrl + Alt + D)

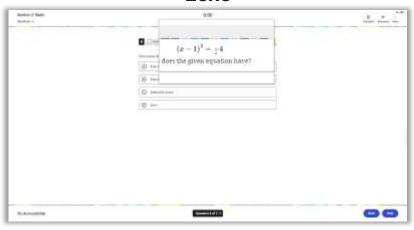




Windows Magnifier Views



Lens



Docked











Windows-based External Applications

JAWS Screen Reader



- Turn on JAWS by selecting the JAWS icon from the desktop, taskbar, or with a custom hotkey (as applicable).
- While answering preview questions in Bluebook and during the digital exam, students
 will use the typical/native key commands they normally use to navigate a webpage with
 their screen reader. Most exam pages are structured with the following regions. A
 student can navigate with these regions/landmarks, including:
 - Exam Player Controls: Test timer, Test tools (Annotate, Reference, More, etc.)
 - Exam Stimulus/Passage: Footnote, Long description for graphics
 - Exam Question: Question, Answer options
 - Navigation

Recommended Verbosity and Punctuation settings

Available on the Accommodation and Assistive Technology section for JAWS at https://bluebook.collegeboard.org/students/accommodations-assistive-technology/JAWS

NVDA Screen Reader



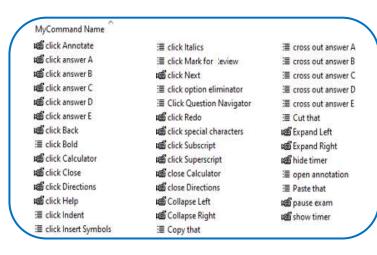
- Turn on NVDA by pressing Ctrl + Alt + N.
- While answering preview questions in Bluebook and during the digital exam, a student
 will use the typical/native key commands that they normally use to navigate a webpage
 with their screen reader. Most exam pages are structured with the following regions. A
 student can navigate with these regions/landmarks, including:
 - Exam Player Controls: Test timer, Test tools (Annotate, Reference, More, etc.)
 - Exam Stimulus/Passage: Footnote, Long description for graphics
 - Exam Question: Question, Answer options
 - Navigation

Recommended Verbosity and Punctuation

 Available on the Accommodation and Assistive Technology section for NVDA at <u>https://bluebook.collegeboard.org/students/accommodations-assistive-technology/NVDA</u>

Dragon Dictation





Follow these steps to configure **Dragon Naturally Speaking 15+** (Home or Professional Individual for Windows):

- Use the Tools drop-down list on the Dragon Bar to open the Options dialog box.
- Go to the **Data** tab and ensure that the following are unchecked:
 - Uncheck Don't back up user profile.
 - Uncheck Run Accuracy Tuning at the time schedule by your administrator.
 - In the User Experience Collection, uncheck Help us improve Dragon.

Custom Commands for Dragon

College Board has developed custom commands for the digital exams for students who use Dragon. Visit the Accommodations and Assistive Technology section for Dragon NaturallySpeaking at

https://bluebook.collegeboard.org/students/accommodations-assistive-technology/dragon-naturallyspeaking

† CollegeBoard



Apple MacOS Accessibility Features





Apple VoiceOver

On a Mac, turn VoiceOver on or off at any time.

- Press Command-F5. If VoiceOver is on, pressing the keys turns it off.
- If your Mac or Magic Keyboard has Touch ID, press and hold the Command key while pressing Touch ID three times.
- Choose Apple menu > System Settings, then click Accessibility in the sidebar. Click VoiceOver on the right, then turn VoiceOver on or off.



Optional: Use the VoiceOver caption panel on Mac.





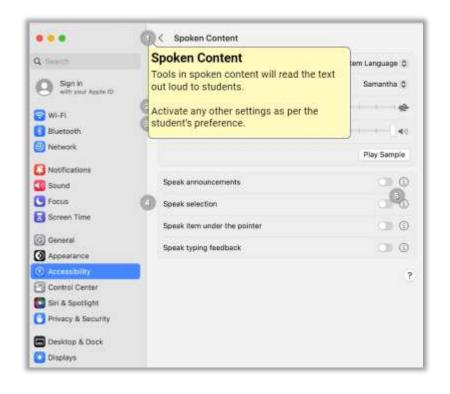
Apple Spoken Content

For all supported Mac operating systems (MacOS 11-14+):

- Go to the Apple menu and select System Preferences > Accessibility > Spoken Content.
- Check the option Speak Selection.
- To change preferences, select Options/Info.
- When the key commands are set, click OK.

To use the mouse cursor to read text:

- Go to the Apple menu and select System Preferences > Accessibility > Spoken Content.
- Select Speak items under the pointer.
- Select Options/Info to customize the speech and verbosity settings.



Show Controller: Click the pop-up menu to choose to automatically show the controller when you press the keyboard shortcut, or to never or always show it.









Apple Voice Control

Choose Apple menu > **System Settings** (or System Preferences).

 Click Accessibility > Voice Control and turn on Voice Control.

If you're turning on Voice Control for the first time, your Mac might complete a one-time download from Apple.

When **Voice Control** is turned on:

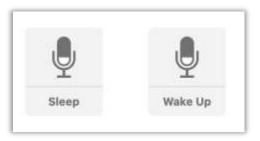
- In macOS 14+ (Sonoma), a Voice Control menu appears in the menu bar. To stop or start listening, you can also say, "Go to sleep" or "Wake up."
- In macOS 13 (Ventura) or earlier, a microphone icon appears on the screen. To stop listening, click Sleep under the microphone. To start listening, click "Wake up." You can also say, "Go to sleep" or "Wake up."



Tip: To help navigate and select elements in Bluebook, say "show numbers." Numbers will appear on the screen for every element/grid in the active window. Say an item's corresponding number to select it (e.g., "Click 19, OK").



Apple Voice Control Features





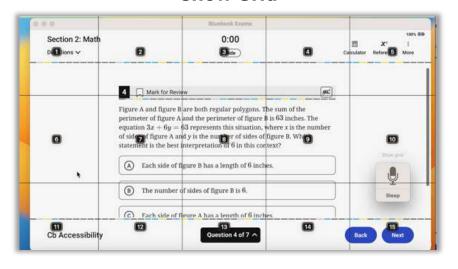




Show Numbers



Show Grid





Apple Zoom

On a Mac, choose Apple menu > System Settings > Accessibility > click Zoom

(Keyboard Shortcut: Press **Option + Command + 8**)

- Select the checkbox based on preference:
 - Use keyboard shortcuts to zoom,
 - Use trackpad gesture to zoom, or
 - Use scroll gesture with modifier keys to zoom.
 - Select Zoom style options:
 - Full screen takes up the entire screen
 - Split screen shown on one edge of the screen
 - Picture-in-picture shown in a box in the location of the pointer

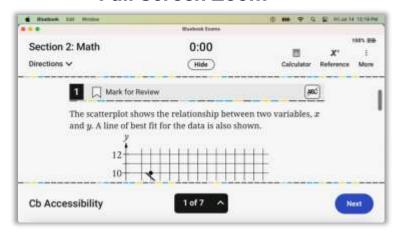




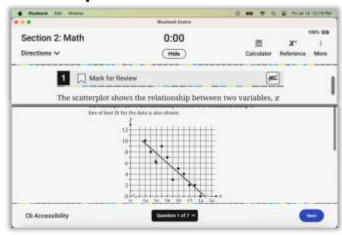


Apple Zoom Styles

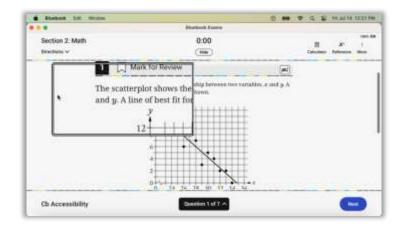
Full Screen Zoom



Split Screen Zoom



Picture-in-Picture Zoom





CollegeBoard



Apple iOS Accessibility Features





iOS VoiceOver

On an iPad, turn VoiceOver on or off at any time.

- Activate Siri. Say "Turn VoiceOver on" or "Turn VoiceOver off."
- Go to Settings > Accessibility > VoiceOver, then turn setting on or off.
- Optional: Add VoiceOver to Accessibility Shortcut and Control Center.
 - Go to Settings > Accessibility > Accessibility Shortcuts > Select VoiceOver.
 - Go to **Settings > Control Center,** then tap (+) next to **Accessibility Shortcuts**. Swipe down from the top-right corner of the screen to make selection.

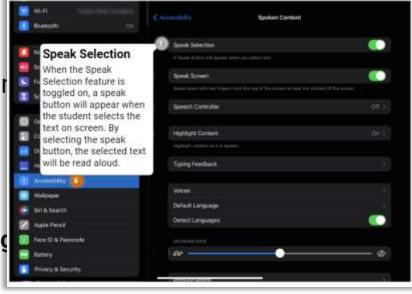




iOS Spoken Content

The iPad can speak selected text or the entire screen

- Tap on the Settings icon and select Accessibility.
- From the Accessibility screen, select Spoken Content.
- Then select Speak Selection and/or Speak Screen.
- Enable (i.e., toggle on) Speech Controller and/or Highlig



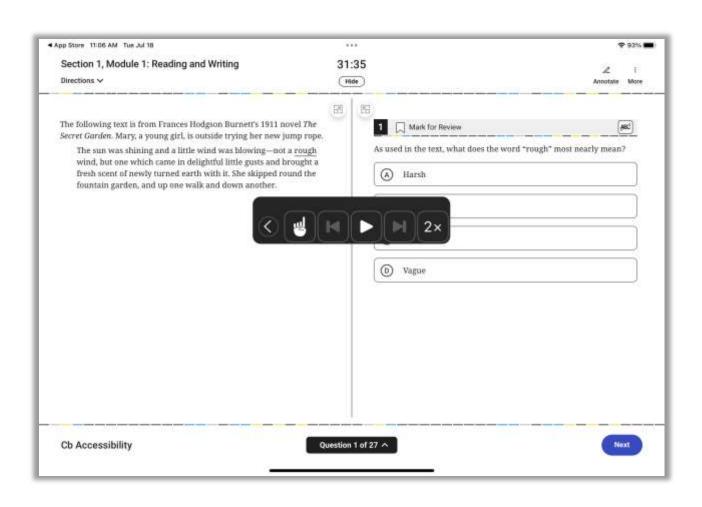
Note: External keyboards must be used with iPads for the digital exams with a writing component.

 Go to Settings > Accessibility > Keyboards, tap Full Keyboard Access, then turn on Full Keyboard Access.

iOS Spoken Content with Speech Controller











iOS Voice Control

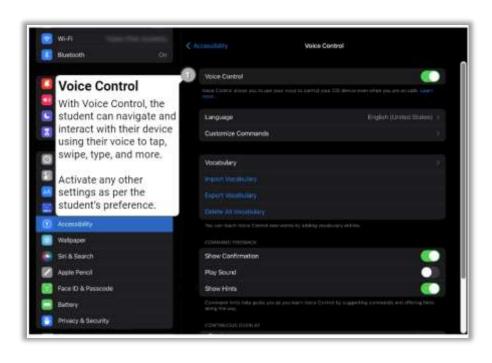
On an iPad, got to **Settings** > **Accessibility** > select **Voice Control**, then:

- If you're turning on Voice Control for the first time, your iPad might complete a one-time download from Apple.
- Enable (i.e., toggle on) Voice Control.
- To turn off Voice Control, say "Hey Siri, turn off Voice Control."

Custom Commands - Users can create custom voice commands and phrases to perform specific actions

To interact with items on the screen:

- Say "Tap" and the name of the item. If you don't know the item's name, you can say "Show names" to display an overlay with the item names.
- If an item does not have a name, you can say "Show numbers" or "Show grid" and say the corresponding number.



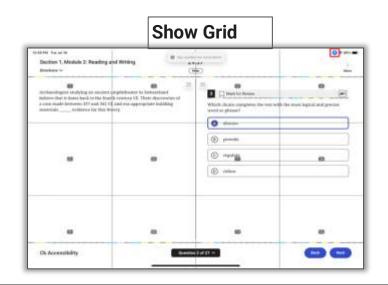


iOS Voice Control Features

Voice Control Overlays help to speed interactions:

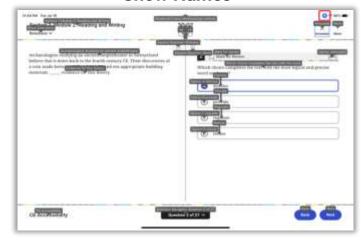
- Show Numbers
- Show Grid
- Show Names





Show Numbers | Description of the Market of the Section of the Se

Show Names









iOS Zoom

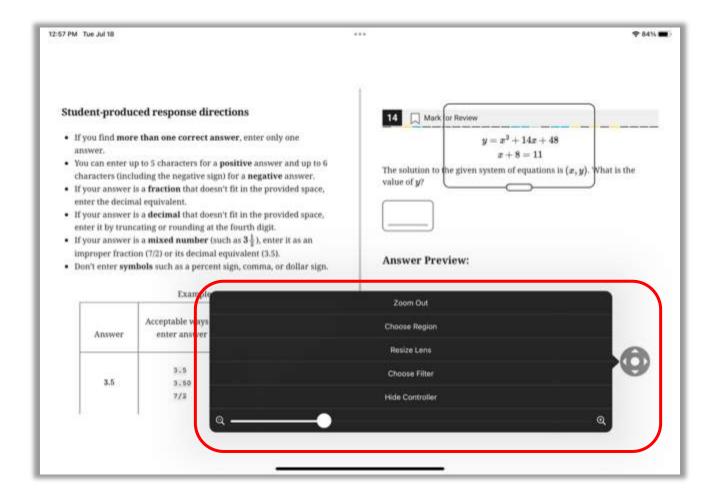
On an iPad, go to **Settings** > **Accessibility** > **Zoom**, then turn on Zoom

- Adjust any of the other **Zoom features**, as applicable:
 - Follow Focus
 - Smart Typing
 - Keyboard Shortcuts
 - Zoom Controller
 - Zoom Region
 - Zoom Filter
 - Maximum Zoom Level
- To use Zoom, double-tap the screen with 3 fingers.





iOS Zoom Controller





Resources

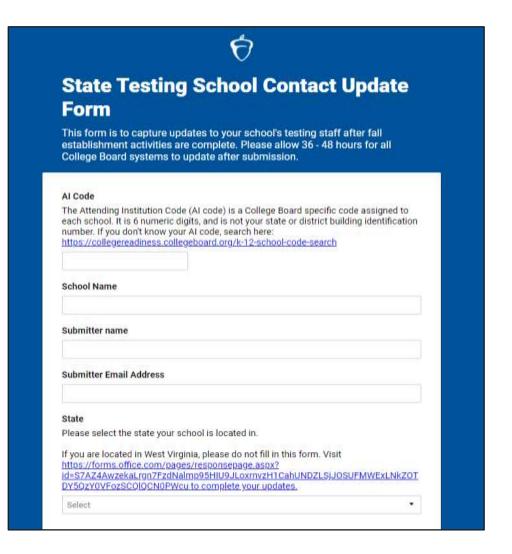
Update Your Coordinator Form



A self-service form is available to update STC contact information.

To add a new SSD coordinator, schools must follow a process to establish a new SSD coordinator in SSD Online.

bit.ly/UpdateYourCoordinator



Helpful Links

Accommodations Guide Spring 2024

https://www.isbe.net/Documents/spring-2024-accom-guide.pdf

Word-to-Word Dictionaries

https://satsuite.collegeboard.org/media/pdf/sat-suite-college-board-approved-dictionaries.pdf

Accommodations and Supports Handbook 2023-2024

https://accommodations.collegeboard.org/media/pdf/accommodations-supports-handbook.pdf

Translated Test Directions Spring 2024

https://www.isbe.net/Pages/sat-psat.aspx
*Posted by late February

College Board Assistive Technology Resources



Review Test Device Setup for Chromebook, Windows, Mac, and iPad.

Note: Disable pop-up blocker. The first time you access/view the video, you must provide your name and email. Information is used to access the video and not retained for other purposes.

Bluebook

- Assistive Technology https://bluebook.collegeboard.org/students/accommodations-assistive-technology
- Bluebook Digital Testing https://bluebook.collegeboard.org/
- Practice on Bluebook https://bluebook.collegeboard.org/students/practice

Assistive Technology Resources - External

Microsoft

- Accessible Products and Technology https://www.microsoft.com/en-us/accessibility/accessible-technology-products
- Accessibility Help and Learning https://support.microsoft.com/en-us/accessibility
- Microsoft Accessibility Features & Tools on YouTube

Apple

- Accessibility https://www.apple.com/accessibility/
- Accessibility Support https://support.apple.com/accessibility
- Apple Accessibility Collection on YouTube

Chrome

- Google Accessibility Features https://about.google/belonging/disability-inclusion/product-accessibility/
- Making Chromebooks Accessible https://www.google.com/chromebook/accessibility/
- Chrome OS Accessibility Video Series on YouTube

Need Assistance?

College Board Customer Support SAT with Essay, PSAT 10, and PSAT 8/9 (844) 688-9995

College Board Email Support ILSAT@collegeboard.org

ISBE Support

https://www.isbe.net/Pages/sat-psat.aspx (866) 317-6034 assessment@isbe.net



Questions & Answers

Thank you!

