



## Digital Accommodated ACCUPLACER Tests Frequently Asked Questions

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## General FAQs

### **To which students should I administer the new digital accommodated ACCUPLACER tests?**

The digital accommodated test forms are designed and recommended for students who require testing accommodations and want to test online as opposed to testing with the paper-based COMPANION forms. The digital accommodated test forms can only be used with one of the third-party screen reader products listed within this FAQ. **These tests are not intended for administration to students not requiring testing accommodations.**

### **Are the new digital accommodated ACCUPLACER tests adaptive like the other next-generation placement tests?**

No. These tests are linear (like all other COMPANION tests), and thus are not computer-adaptive.

### **What branching profile(s) should I use to administer the new digital accommodated tests?**

Like the existing next-generation online placement tests, ACCUPLACER provides default branching profiles for each of the new test forms. These branching profiles are available in your branching profile listing at the institution and site level. Additionally, you can add one or more of the new accommodated tests to your institution-level or site-level custom branching profiles for administration to your students requiring testing accommodations. **Do not use these test forms for students not needing testing accommodations.**

Students without a documented accommodation requirement **must** continue to use the adaptive online tests. It is strongly recommended that branching profiles including digital accommodated ACCUPLACER tests be clearly named/labeled to indicate they are for use with accommodated testing only.

### **How many digital accommodated ACCUPLACER tests are available in the system?**

There are two digital accommodated test forms for each of the five next-generation placement tests. Within the platform, they are listed as:

- COMPANION Next-Generation Reading Form J (Digital)
- COMPANION Next-Generation Reading Form K (Digital)
- COMPANION Next-Generation Writing Form J (Digital)
- COMPANION Next-Generation Writing Form K (Digital)
- COMPANION Next-Generation Arithmetic Form J (Digital)
- COMPANION Next-Generation Arithmetic Form K (Digital)
- COMPANION Next-Generation Quantitative Reasoning, Algebra and Statistics Form J (Digital)
- COMPANION Next-Generation Quantitative Reasoning, Algebra and Statistics Form K (Digital)

- COMPANION Next-Generation Advanced Algebra and Functions Form J (Digital)
- COMPANION Next-Generation Advanced Algebra and Functions Form K (Digital)

**Does ACCUPLACER offer digital accommodated forms for alternate versions (large print, refreshable Braille, etc.)?**

No. The digital accommodated tests are intended to allow online testing for students who require the use of a third-party screen reader. Students wishing to test with large print forms, Braille forms and/or audio, should continue to use the next-generation COMPANION paper and audio test products.

## JAWS FAQs

### JAWS Settings

**While administering a digital accommodated ACCUPLACER test using JAWS, are there any specific JAWS settings that require configuration?**

Yes. There are some specific configurations that will help to optimize the student test experiences, including those in the table below:

Description	Example	Digital Accommodated Form	JAWS Setting
<b>Number Processing</b>	123, 1450	All	Set the Text Processing > Number Processing to Pairs: Numbers are read as a series of paired numbers (e.g., fourteen fifty).
<b>Number Processing (numbers with dashes)</b>	1-2-3-4-5	All	Number Processing > Five or More Digits (default) > Uncheck "If Number Contains Dashes". Numbers will be read as single digits.
<b>Copyright</b>	© 2018	All	Set the Text Processing > Number Processing to Pairs. This will read the year within the copyright as "copyright twenty eighteen."
<b>Years</b>	2018	All	Set the Text Processing > Number Processing to Pairs. This will read the year within the years as "twenty eighteen."

Description	Example	Digital Accommodated Form	JAWS Setting
<b>Punctuations</b>	Comma, semi-colon, dash, etc.	Reading	Adjust the Punctuation settings to your preference; default setting is "Most"
		Writing	Adjust the Punctuation settings to "Some".
		Arithmetic	Adjust the Punctuation settings to your preference; default setting is "Most"
		Advanced Algebra and Functions	Adjust the Punctuation settings to your preference; default setting is "Most"
		Quantitative Reasoning, Algebra and Statistics	Adjust the Punctuation settings to your preference; default setting is "Most"
<b>Text Processing</b>	Pronunciations	All	Adjust Voice Profile settings
<b>BLANK Lines</b>	JAWS reads "blank"	All	Blank lines are announced with the Say All command [INSERT+DOWN ARROW]
<b>Line Length</b>	JAWS stops reading mid-sentence	All	Set Max Line from the default 150 to 1000. This will ensure the entire sentence is read without being abruptly stopped.

**While administering a digital accommodated ACCUPLACER test using JAWS, responses are being read twice. Why is this?**

Insert+down arrow will read the label of the radio button then the on-screen label. This is a typical virtual cursor behavior. Try using Tab or Forms mode.

**While administering a digital accommodated ACCUPLACER test using JAWS, with Internet Explorer 11, JAWS is reading an 'x' after each mathematical expression. Why is this?**

To avoid ambiguous "x" characters from being identified, avoid relying on the JAWS Forms List (i.e., Insert+F5) with IE11+. Rather, navigate with the Virtual Cursor or in Forms Mode. Google Chrome is recommended with JAWS to avoid this Forms List discrepancy.

## Navigating Digital Accommodated ACCUPLACER Tests with JAWS

**What are common keyboard commands to navigate the digital accommodated ACCUPLACER tests with JAWS?**

You can use the following keyboard commands to navigate within a test page:

<b>Keyboard Command</b>	<b>Purpose</b>
<b>R</b>	Navigate landmarks/regions
<b>H</b>	Navigate headings
<b>T</b>	Navigate to table
<b>G</b>	Navigate to graphic
<b>Tab / Shift + Tab</b>	Move to/from focus item (link, button, option, etc.)
<b>Enter or Space bar</b>	Activate button/select option
<b>Up / Down Arrow Keys</b>	Navigate between lines
<b>Insert + Down Arrow</b>	Read continuously from current position

## Using the Embedded Calculator Tool with JAWS

**How can we use the calculator tool embedded within the digital accommodated ACCUPLACER tests with JAWS?**

The online calculator tool is available for some items within the digital accommodated tests and can be used with screen readers, including JAWS and NVDA. To use the calculator, select the calculator icon from the test tools region and select Tab. You can navigate within the calculator with the following keyboard commands:

<b>Keystroke Command</b>	<b>Purpose</b>
<b>Tab / Shift + Tab</b>	Go to next/previous button
<b>Enter or Space bar</b>	Activate button (numerals or operators)
<b>Alt + Enter, Shift + Enter</b>	Calculates results
<b>Arrow Keys</b>	Navigate within the calculator
<b>Number Pad</b>	Enter numerals or operators
<b>Esc</b>	Close the calculator

## **Kurzweil FAQs**

**When using Kurzweil Desktop version and using the KESI Reader approach, the alt text is not read.**

ACCUPLACER recommends using the Kurzweil browser extension and discontinuing use of the KESI Reader with KESI virtual printer approach.

### **Sometimes words are not read correctly using Kurzweil. Why is this happening?**

Experiment with the Unit of reading setting, changing from Word to Sentence or Paragraph, depending on user preference.

### **Read & Write FAQs**

**While administering a digital accommodated ACCUPLACER test using Read & Write, the years e.g. 1999 are read out as “one thousand nine hundred ninety-nine”. Is there a way to make it read normally (e.g., “nineteen ninety-nine”)?**

No. Read & Write is designed to read numbers this way, even when the numbers represent a year or date.

**Read & Write does not seem to work with the browser Edge. Can I use this combination?**

ACCUPLACER recommends you use Google Chrome with Read & Write.

**While launching the Student Demographics page, the page, at times, gets distorted. Why is this happening?**

For best results when using Read & Write, ACCUPLACER recommends you start Read & Write desktop version when you reach the sample questions within your test session and not during the Student Demographics page. You can also use the Google Chrome browser extension version of Read & Write to optimize your experience.

### **Chrome Vox FAQs**

**Letters (example, the letter “A”) are read out as “Capital A.” Can I change this?**

No. This is how Chrome Vox reads this type of content.

**While administering a digital accommodated ACCUPLACER test using Chrome Vox, sometimes the tool just stops reading. What can I do?**

If this occurs, use the tab key to continue reading.

## Narrator FAQs

### **Sometimes Narrator with Windows 7 abruptly stops reading. What can I do?**

Press the tab key and wait momentarily. Narrator will focus to the proper location within the content and continue reading.

### **While using Narrator with Windows 10, sometimes the alt text associated with responses is not read. What can I do?**

Try reading the content in the Item mode.

### **While using Narrator with Windows 7 and Windows 10, the word “BOLD” is heard intermittently. Is this normal?**

Yes. Narrator reads the word ‘bold’ prior to any text that is in bold face type to alert the user.

## Zoom Text FAQs

### **While using ZoomText (text-to-speech enabled) with the Microsoft Edge browser, sometimes responses are not read.**

ZoomText 2018 has a compatibility issues with Microsoft Edge. ACCUPLACER recommends you use Google Chrome to administer tests using ZoomText.

### **While using ZoomText (text-to-speech enabled) with IE11+, ZoomText reads the mathematical expressions twice.**

This is a known issue with ZoomText with IE11+. Try administering the test with ZoomText on Google Chrome.

## NVDA FAQs

### **NVDA Settings and Browsers**

### **While administering a digital accommodated ACCUPLACER test using NVDA, letters (example, the letter “A”) are read out as “Aa” Can I change this?**

Try changing the synthesizer setting for the voice profile.

**While administering a digital accommodated ACCUPLACER test using NVDA, all punctuation is being read to the user.**

Adjust the punctuation settings as desired within the tool.

**While administering a digital accommodated ACCUPLACER test using NVDA and Internet Explorer, several sections are not read as expected.**

ACCUPLACER recommends using Firefox or Google Chrome with NVDA.

### **Navigating Digital Accommodated ACCUPLACER Tests with NVDA**

**What are common keyboard commands to navigate the digital accommodated ACCUPLACER tests with NVDA?**

You can use the following keyboard commands to navigate within a test page:

<b>Keyboard Command</b>	<b>Purpose</b>
<b>R</b>	Radio Button
<b>H</b>	Headings Quick Key
<b>T</b>	Table Quick Key
<b>G</b>	Navigate to graphic
<b>D</b>	Go to next landmark/region
<b>Tab / Shift + Tab</b>	Jump to next or previous link/form element
<b>Enter or Space bar</b>	Activate button/select option
<b>Up / Down Arrow Keys</b>	Navigate between lines
<b>Insert + Down Arrow or Numpad +</b>	Read continuously from current position
<b>Insert + Spacebar</b>	Toggle between forms ode and browser mode

**NVDA will repeat some content within the question when navigating into the radio button group. Is this normal and can it be avoided?**

This occurs only once when a user navigates into the answer choices (once) with the Tab or Shift Tab keys. It is suggested that users of NVDA read the question carefully in browse mode before navigating into the radio button group.



## Tool and Browser Recommendation Matrix

Tool	Operating System	Recommended Browser
JAWS	Windows 7	Google Chrome 108+
	Windows 10	Google Chrome 108+
Kurzweil (K3000)	Windows 7	Google Chrome 108+
	Windows 10	Google Chrome 108+
Kurzweil (Browser Extension)	Windows 7	Google Chrome 108+
Read&Write (Installed version)	Windows 10	Google Chrome 108+
Read&Write (Browser Extension)	Windows 7	Google Chrome 108+
ZoomText	Windows 10	Google Chrome 108+
ChromeVox	ChromeApp	Google Chrome 108+
Narrator	Windows 10	Edge 108+
NVDA	Windows 7	Internet Explorer 11
Voiceover	Mac	Safari

## Calculator Shortcuts

Keyboard Shortcuts	Expected Action
0 to 9	The number will be entered into the calculator
*	Multiplication operator
+	Addition operator
-	Subtraction operator
/	Division operator
Escape	Close the calculator
Spacebar	Select the digit
Enter key	Compute the result (Ctrl+Enter while using JAWS)
\	Clear the display