## Universal Accommodations

All students have access to universal accommodations. The student has many choices for making accessibility changes and can do this by clicking the **accessibility icon** located in the vertical panel below the timer.

In all assessments, students can change the **color scheme**, **font size** and **enable zoom** options by selecting the accessibility icon.
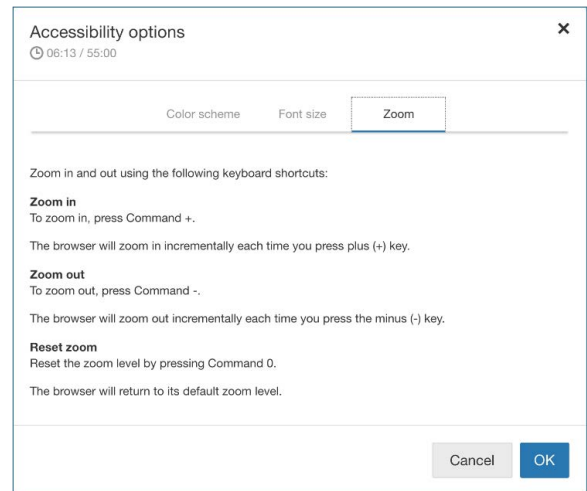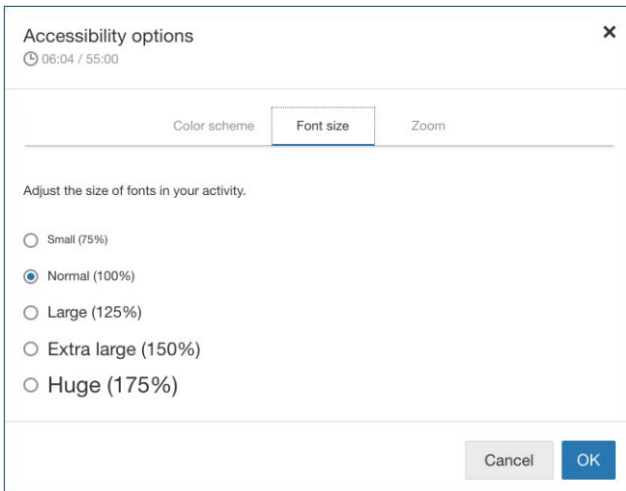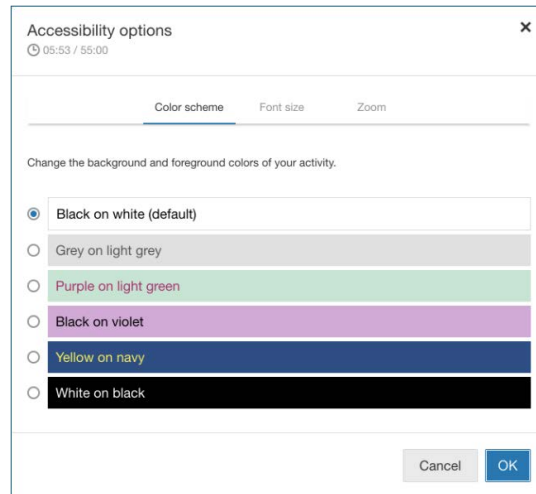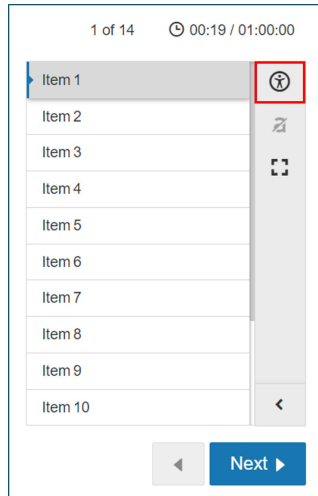


In all assessments, students can access both a **highlight** feature and a **response masking** feature. To use the highlighter, select the text, then use the down arrow on the highlight menu to choose a color.
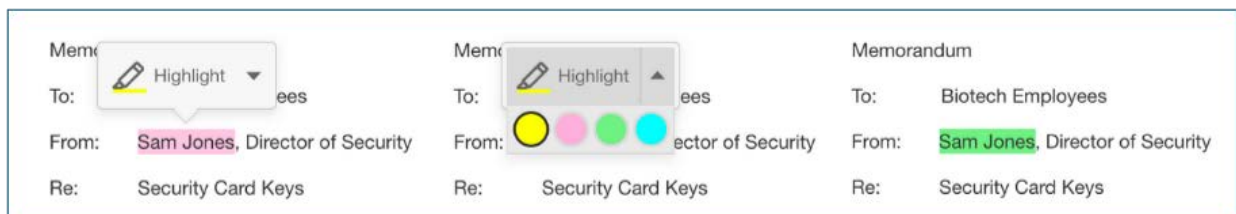
Click the **response masking** icon to access the response masking feature. To mask a response, the student will click on the response to be masked. The student will click the response masking icon again to turn it off and select their answer.



In all assessments, students can view the assessment across the entire screen by selecting the **full screen** icon.



## System Features in Modules

There are features unique to modules that can be used to aid all students.

In the Work Ready Math assessment, students can access a formula sheet by clicking the **Show Formula Sheet** button at the top right. This will display formulas and units of measurement on the right side of the screen for easy reference. To hide the formula sheet, click **Close Formula Sheet**.

In the Work Ready Math assessment, students can access a **calculator** by selecting the calculator icon.
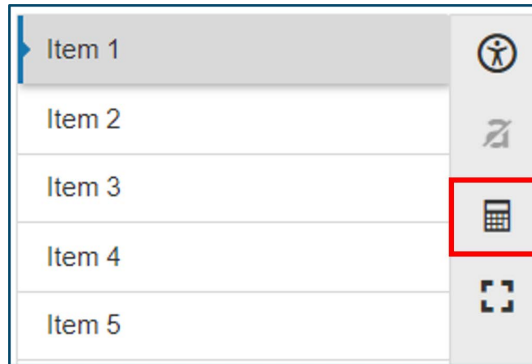


In the Work Ready Reading assessment, students can access a line reader by clicking the **line reader** icon.
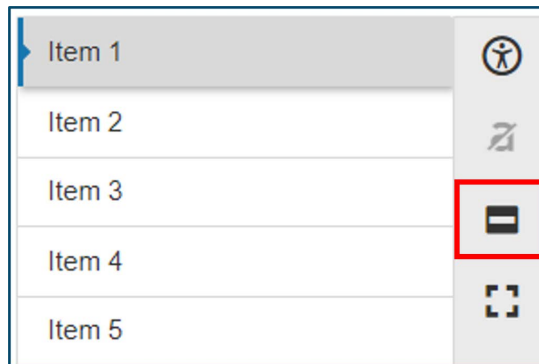


The line reader display can be moved over the text. To hide the line reader display, the student will click the line reader icon again.

# Oral Accommodations

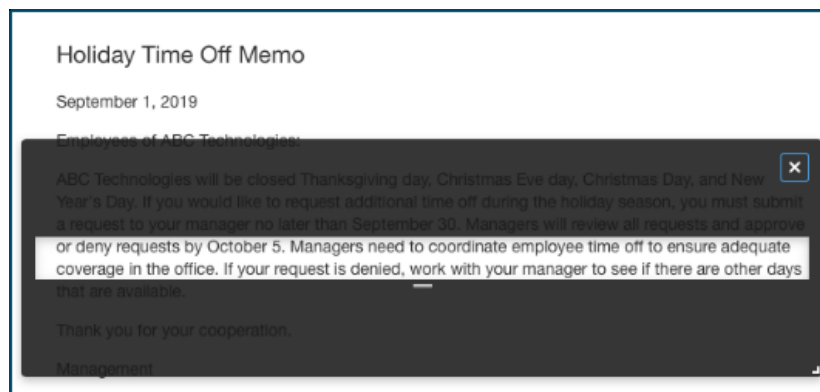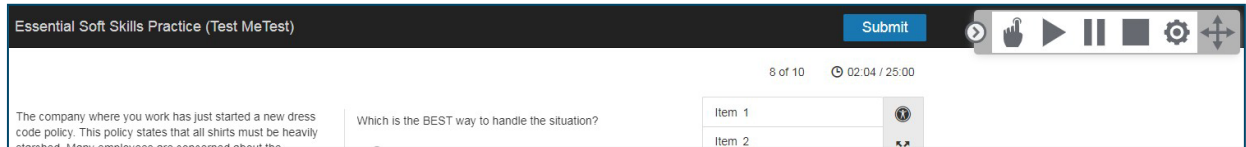Oral Accommodations are to be used for students with an IEP/504 plan and should be enabled in the WIN assessment portal prior to testing.

**SpeechStream®** is a text-to-speech tool that reads text aloud to students and should be used with headphones. Once the student enters an assessment, the SpeechStream® controls will be displayed in the top right of the screen.

Students can move the SpeechStream® controls by clicking on the far-right grey directional icon.

Use the gear icon to the left of the directional icon to access the settings to change the voice speed, text highlight color, and speech mode. To save changes, click **Save**.
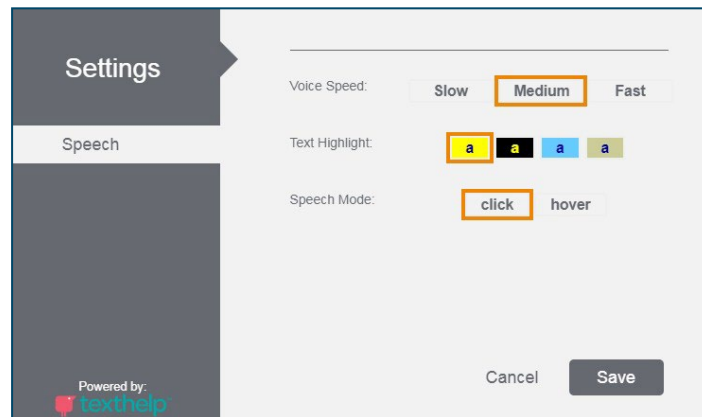
Depending on the Speech Mode selected by the student, they will click on the pointer finger on the far left of the controls and either hover or click on the text to be read. If the student would like the whole screen read to them, they will leave the pointer finger icon unselected and click on the **Play** icon.

The three icons next to the pointer finger icon are **Play**, **Pause**, and **Stop**, respectively. The student can select these icons as needed throughout the assessment.

# Extended Time

Extended Time is to be used for students with an IEP/504 plan indicating the need for extended time. The feature should be enabled in the WIN assessment portal prior to testing.

Extended Time can be enabled after the student has started the assessment and **before** the time has expired. This can be done by selecting the student's name and choosing **Actions** and **Extend Time** from the dropdown menu.

If Extended Time has been set for a student, the time will have been added when the student launches the assessment.
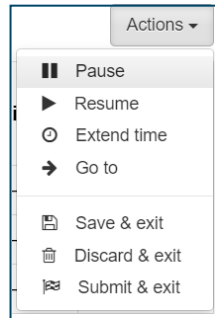


# Spanish Translation

Spanish translations are available for all assessments. However, it is important to note that **this feature is not automatically enabled,** as some implementation partners may choose not to offer Spanish as an option for assessments. Administrators must enable this feature in the WIN assessment portal prior to testing.

To allow a student to take the assessment in Spanish, go to the **Assessment Assignment Grid** and click on the language bubble next to the assessment title.
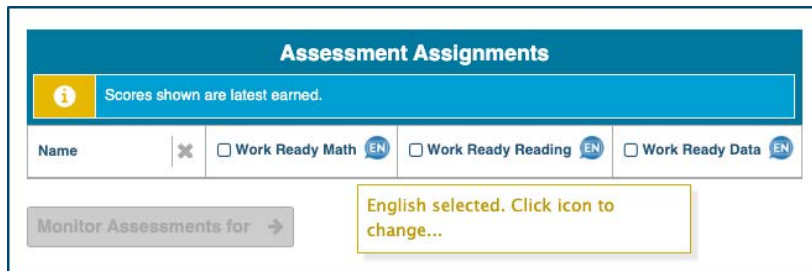


In the **Select Language** popup window, click on **Spanish**. Return to the Assessment Assignment Grid and click **Apply Changes**.
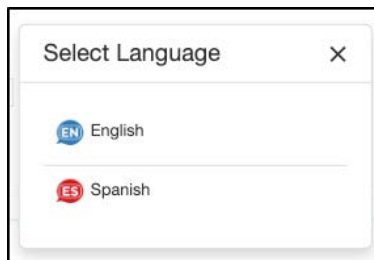
# American Sign Language

American Sign Language (ASL) translations are available in the Academic Skills and Soft Skills assessments. This feature must be enabled in the WIN assessment portal prior to testing. To allow a student to access the ASL resource, locate the student in the assessment portal and click on the gear icon next to their name. Click **Edit User**. Under **Assessment Accommodations**, check the box to enable American Sign Language, then click **Save**.
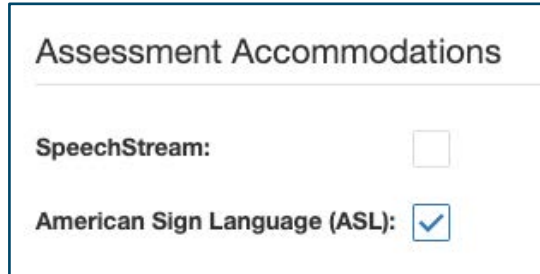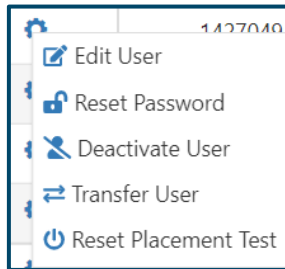


In the assessment, the ASL interpreter will appear in a video on the top left of the screen. For questions with long passages, there will be separate videos for the passage and question. Students can use playback controls to repeat any part of the interpretation.