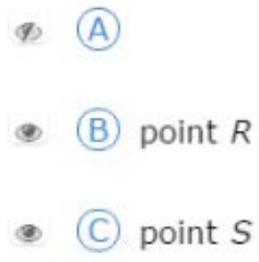
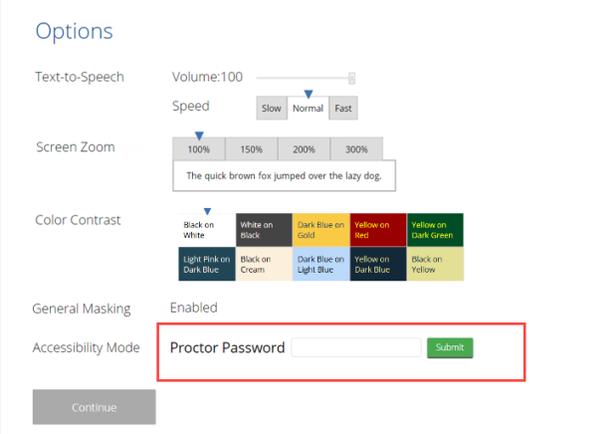
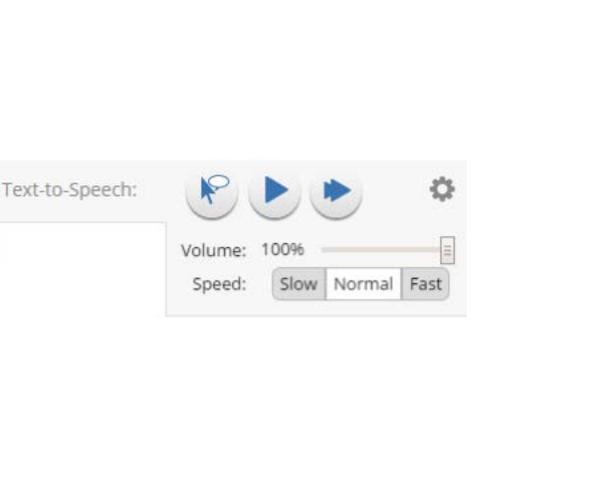


## OSTP Tools and Accommodations Quick Guide

The following tools are available to all students.

| Icon                                                                                | Description                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p><b>Answer Masking:</b> Use the Answer Masking tool to hide an answer option. This will help you narrow down answer choices. Click the eye icon to display the answer options again.</p>                                                                            |
|    | <p><b>Bookmark:</b> Bookmark or save items to come back to later by clicking the star icon. The Jump to Question icon is a picture of a down arrow. Click the down arrow to be taken to a test review screen to jump to another test question.</p>                    |
|   | <p><b>Sketch:</b> Use the Sketch tool to sketch, highlight, or underline text on the screen.</p> <p><b>Note:</b> The Sketch tool is a free-hand sketch and highlighting tool.</p>                                                                                     |
|  | <p><b>Highlighter:</b> Use the Highlighter tool to select text and highlight the selection.</p>                                                                                                                                                                       |
|  | <p><b>Guideline:</b> Move the Guideline tool up and down on the screen while reading text.</p>                                                                                                                                                                        |
|  | <p><b>Calculators:</b> Available to all students for use on grades 6-8 Math and grades 8 &amp; 11 Science. The calculator tool can be used with a numeric keypad, standard number keys, or a mouse. Students must select their answer after using the calculator.</p> |
|  | <p><b>Ruler:</b> The ruler tool will allow a student to measure in centimeters or inches. The ruler is partially translucent and can be rotated, moved, and resized.</p>                                                                                              |
|  | <p><b>Reference Sheet:</b> Use the Reference Sheet tool to view additional information that may help you answer the test questions. The reference sheet can be moved around on the screen as desired.</p>                                                             |

The following are accommodations and are provided for specific students.

| Icon                                                                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p><b>Accessibility Mode:</b> The test administrator will be required to enter the proctor password on the Options page to enable Accessibility Mode. When enabled, you will be allowed to use assistive technology while testing.</p>                                                                                                                                                                                                                                                                                                                                                                             |
|    | <p><b>Screen Zoom:</b> Use the Screen Zoom tool to zoom your screen to 100%, 150%, 200% or 300%.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|   | <p><b>General Masking:</b> Use the General Masking tool to hide or mask certain portions of the screen. You may add multiple masking squares and reposition/resize the squares on the screen to hide more or less of the screen.</p>                                                                                                                                                                                                                                                                                                                                                                               |
|  | <p><b>Color Contrast:</b> Use the Color Contrast tool to change the background color and text color of the test content.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|  | <p><b>Text-to-Speech:</b> The Text-to-Speech tools are used to control the text-to-speech features.</p> <ul style="list-style-type: none"> <li>• Click the <b>TTS Selector</b> button to listen to a specific portion of the source or item again.</li> <li>• Click the <b>Play</b> button to listen to the entire item from beginning to end. You may pause or stop at any time.</li> <li>• Click the <b>Skip</b> button to skip listening to the source and go directly to the test question.</li> <li>• Click the <b>Gear</b> icon button to change the volume or speed of the text being read aloud</li> </ul> |
| <p><b>Turn Off All Universal Tools</b></p>                                          | <p>The Guideline, Answer Masking, Sketch, and Highlighter tools will not be available when universal tools are turned off.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |