

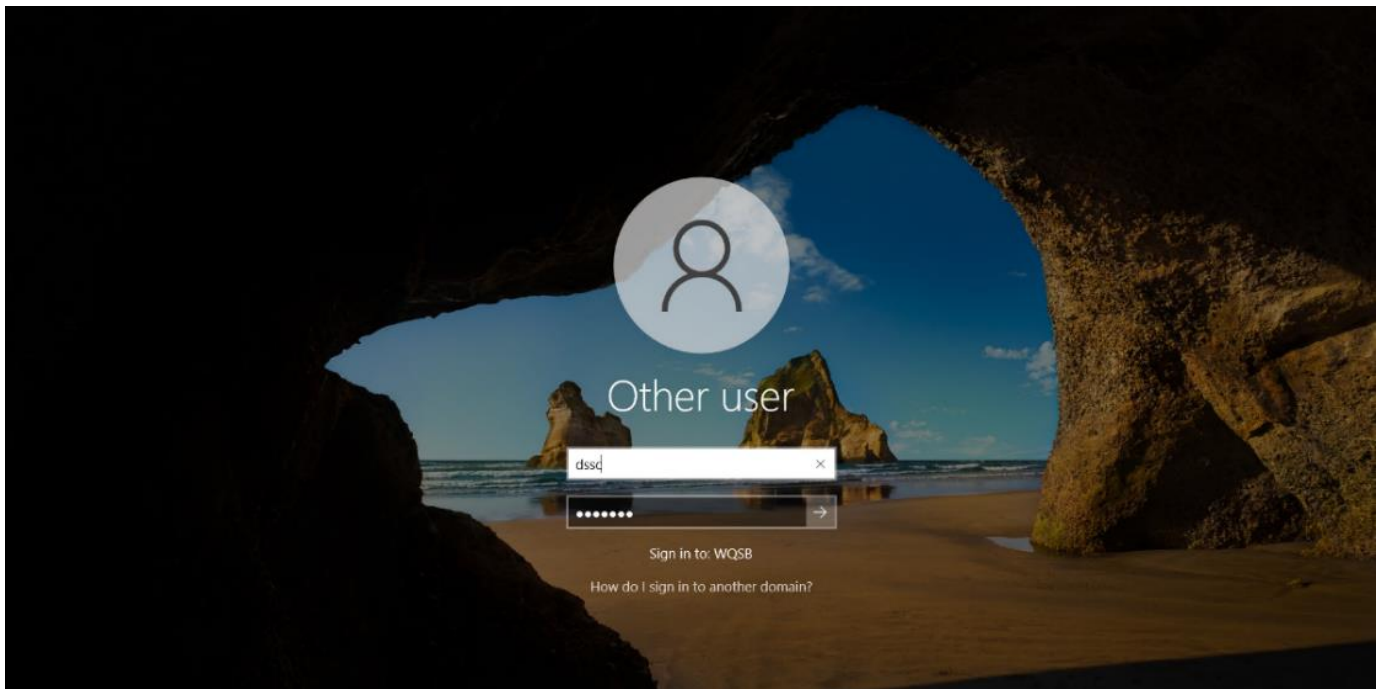
## WQSB Use of Technology During Assessments

The board supported and recommended way to have students complete assessments is to **use the school-specific special exam condition account on a Windows 10 computer**. (*\*These accounts only allow access to Windows and cannot be used on Chromebooks*). The Special Exam Condition Windows profiles have group policies to disable external network access and limit access to only permitted applications.

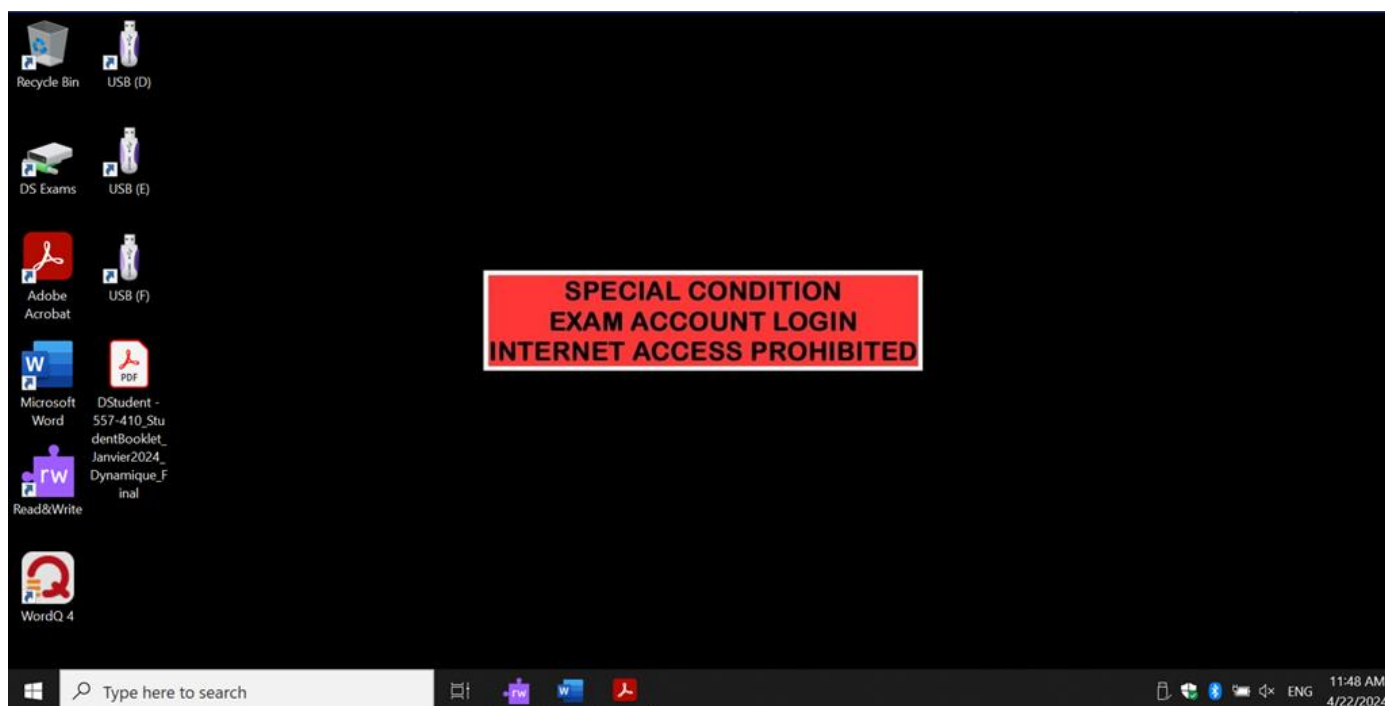
***\*It is essential that Windows computers being used for assessments have been turned on and connected to the SCHOOLS-WQSB wireless network, logged into with the school-specific special exam condition account, and that the software utilized for assessments (Adobe Acrobat Reader, Microsoft Word, and Read&Write) have been opened and tested to confirm they are functioning as outlined below. This needs to be done prior to the start of the examination period.***

Electronic examination documents are downloaded for distribution from the WQSB “Secure Site for Exams” SharePoint **by authorized members within the school**. The process for students to access the Special Exam Condition accounts is as follows:

1. Turn on the computer and ensure it is connected to the “SCHOOLS-WQSB” wireless network and showing “Connected, secured” at the Windows sign in screen. ***\*The device must have an active internet connection prior to signing in to ensure it functions as outlined below.***
2. Log in to the computer with the **school-specific Special Exam Condition account** (\*WQSB teachers: [click here to lookup credentials if needed](#)):



3. The Special Exam Condition desktop will appear. You can tell students are in the correct Windows account based on the red banner on the desktop background. The following programs will be accessible through the desktop icons: Recycle Bin, Adobe Acrobat Reader, Microsoft Word, Read&Write, WordQ 4 (as a backup for students not familiar with Read&Write), shortcuts to USB ports, and a shortcut to the network folder for exam distribution ([tutorial here](#)):



\*In the screenshot above, an examination student booklet in PDF format has been copied and pasted from the USB drive (or network folder) to the desktop and renamed with the students name at the beginning of the file name for easy student access. **It is essential to remind students to continually save their work** (whether in PDF or Word format) to the desktop throughout the exam as nothing is cloud-saved. If they sign out or restart the device without saving work, there will be no backup.

4. The ENG icon on the bottom-right corner of the Windows task bar can be clicked (or by pressing Windows Key + Spacebar) on to switch the Windows input language from English to French for entry of French characters during assessments:



5. When Read&Write is opened, it will open in “Exam Mode” with the following features available:

#### Secondary Special Exam Condition profiles:

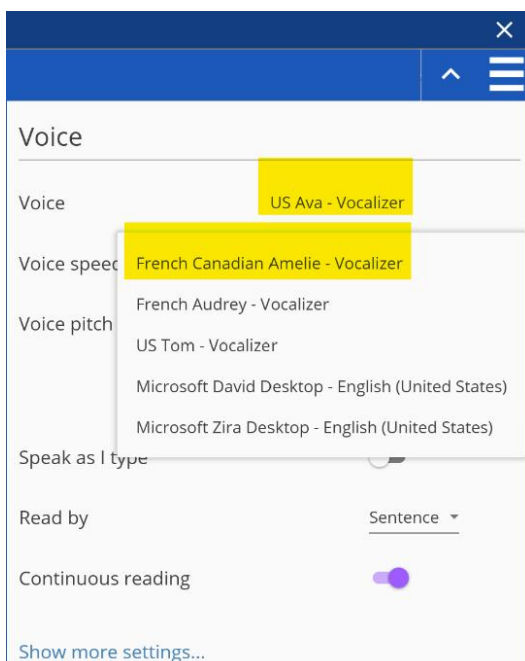
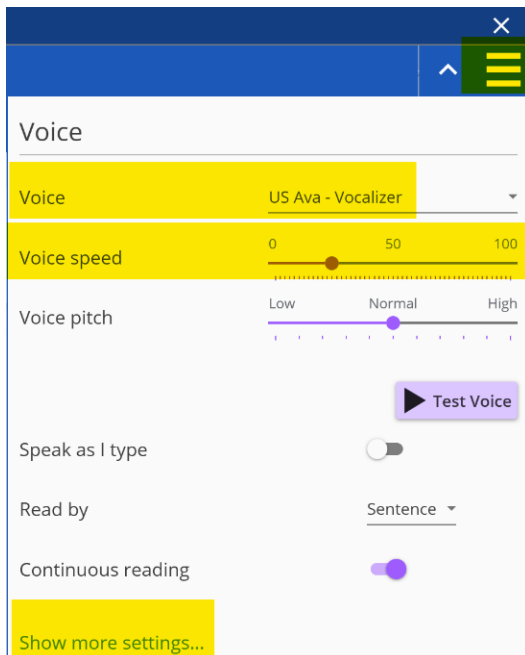


From Left to Right: Word Prediction (crystal ball), Rewind, Play, Pause, Forward, Stop, Screenshot Reader (dashed box with cursor), Screen Masking, Talk&Type (only to be used by students with approved IEP conditions for speech-to-text) and Highlighting tools (last six icons)

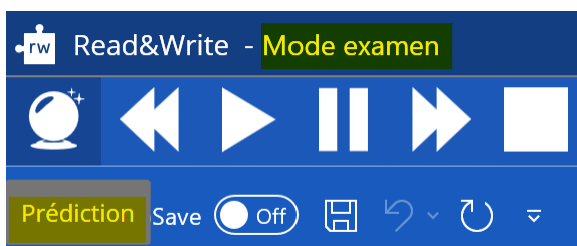
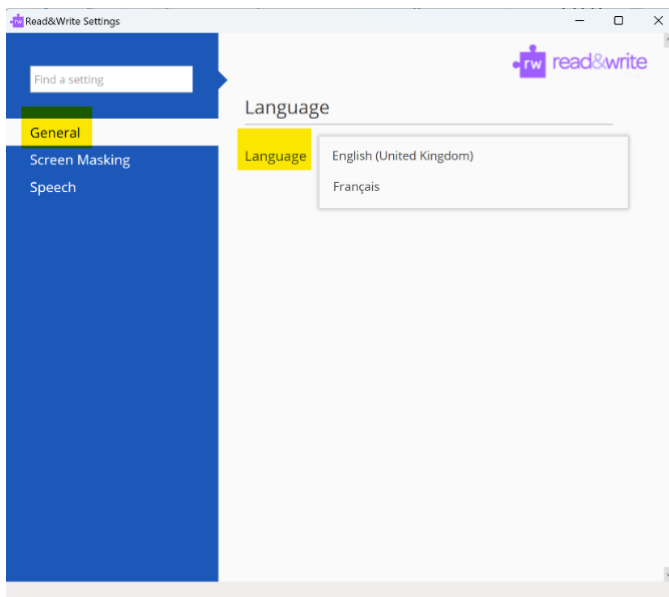
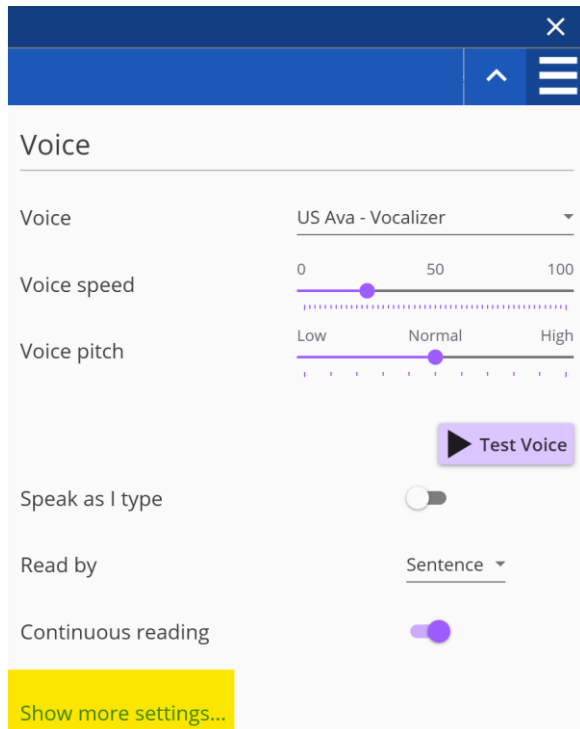
## Elementary Special Exam Condition profiles (*\*Dictionary and Picture Dictionary also available*):



When students need to adjust voice speed and language they can click on the settings menu (the three-line stack on the right-side of the toolbar). The default voice is set to "US Ava – Vocalizer", but this can be adjusted for French examinations (***\*note that this only changes the text-to-speech voice and not all program functions***):

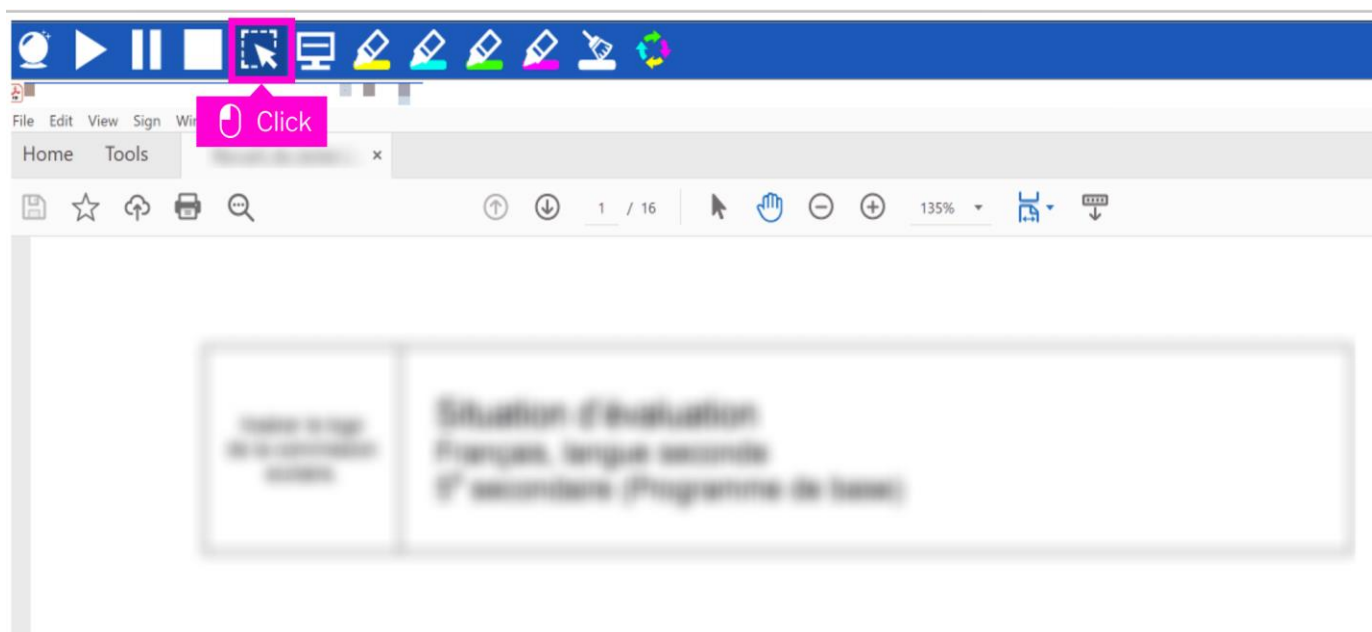


**When students need to change the full program language (for switching Word Prediction and Dictionary features between English and French), they can click on “Show more settings...” then “General”:**



**\*Sample screenshot showing program language switched to French**

6. PDF booklets will open in Adobe Acrobat Reader. To have text read in a PDF exam booklet, click on the “Screenshot Reader” icon (dotted square with cursor icon) in the Read&Write toolbar:



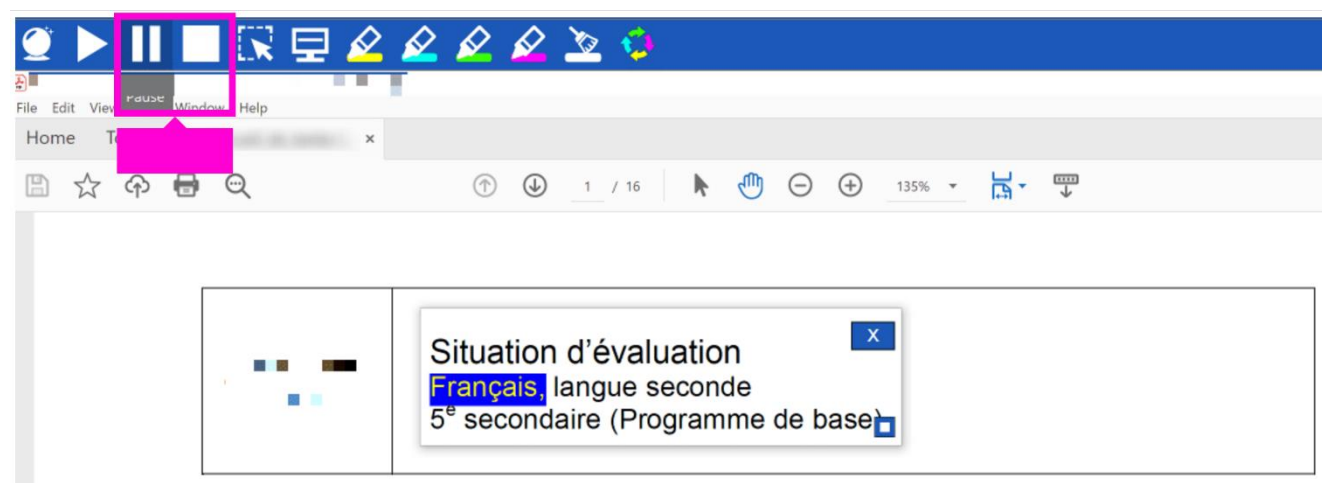
Then click and drag a box over the text that you want to have read:



Read&Write will begin reading the text from the PDF document using the voice settings you configured:



You can pause or stop the reading using these icons:



*\*A full tutorial on how students can use Read&Write with the special exam condition logins [can be found here](#).*

Students can use Read&Write or WordQ as normal depending on the tool the student has worked with throughout the year.

*\*If using WordQ for French exams, a French user would need to be created in the application following [these instructions](#). This only needs to be done once for all students using a specific computer.*

Additional resources for Special Exam Conditions:

- [Changing the Proofing Language in the Word desktop app](#)
- [Changing the Windows input language](#)