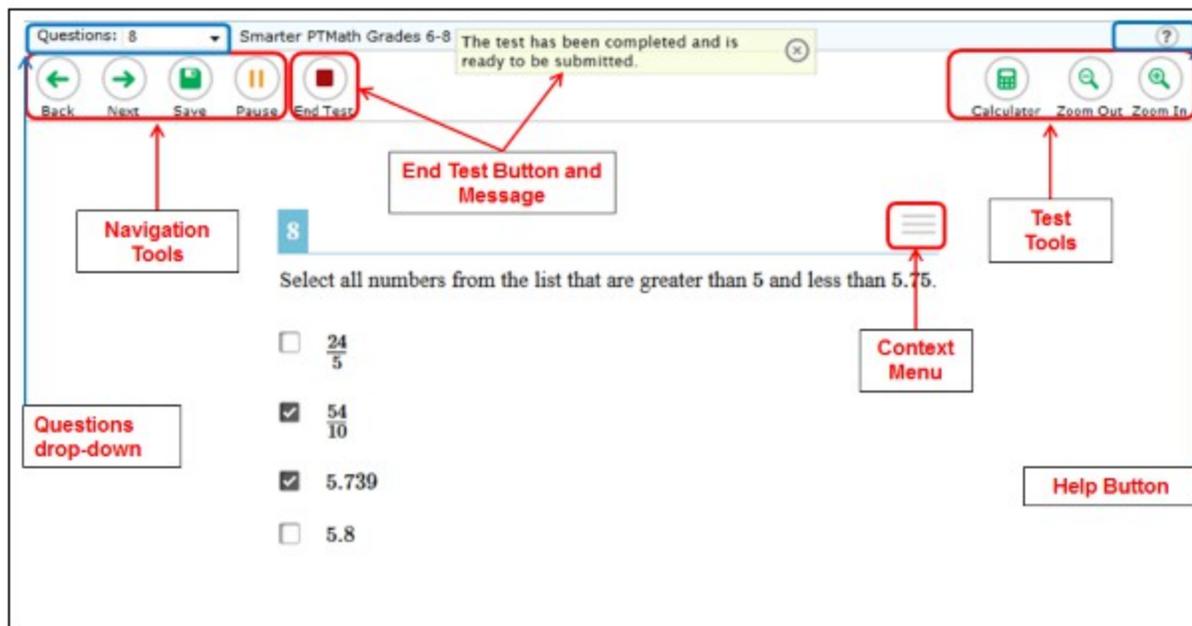


Click the **question mark button** [?] to access this Help Guide at any time during your test. Scroll down for more information.

Contents

- 🕒 [Overview of the Student Testing Site](#)
- 🕒 [Test Rules](#)
- 🕒 [About Print-on-Demand and Text-to-Speech](#)



Overview of the Student Testing Site

The following test tools are available:

- 🕒 **Global Tools:** Global test tools are those that appear at the top of the screen on the right side.
- 🕒 **Context Menu Tools:** Menu tools are specific to passages and items, and are accessed by clicking the context menu button [☰].

Global Tools	Description
Help [?] button	The [?] button at the top left will open this Test Information and Help page.
Zoom buttons	Use the [Zoom In] button to make the text and images bigger. Use the [Zoom Out] button to make the text and images smaller. There are four zoom levels.
Calculator button	Click the [Calculator] button to open the calculator. <i>Note: The calculator is available for grades 6–11 mathematics tests. The calculator is also available on some grade 4 Math NonPT tests.</i>
Questions drop-down list	Click the box next to "Questions" to pick a test question or page to go back to. If you flagged a question for review, the word "marked" will appear next to the question

number(s). For information about flagging questions, see "Flag (Mark for Review)" below.

Save button This button lets you save technology-enhanced questions. This is an optional feature. If you do not click this button, your answers will still be saved.
Note: This button will not appear on pages that have only selected-response questions.

Pause button This button lets you pause the test. When you pause the test, you will be logged out. (All your answers will be saved.)

The **[Back]** and **[Next]** buttons let you move between pages on a test.

Navigation buttons

🕒 Click the **[Back]** button to go back to the previous page.

🕒 Click the **[Next]** button to go to the next page. You can only go to the next page after you answer all the questions on the page you are looking at.

End Test button

This button appears after you answer all test questions. Click this button to start to submit your test.

Context Menu Tools	Description
Stimulus Expansion Tool	<p>Some pages have a passage or activity on the left side of the screen. You can make this section bigger so that it's easier to read.</p> <p>🕒 Click the double arrow button  to expand the left section so that it takes up most of the screen.</p> <p>🕒 Click the double arrow button again to collapse the passage or activity.</p>
Flag (Mark for Review)	<p>Click the context menu and select [Mark for Review]. The question number will change and show a white flap in the upper right corner.</p>
Glossary	<p>Some words or phrases have a border around them. You can click these words to open the glossary.</p>
Highlighter	<p>Use this tool to highlight a section of text in a passage or test question. The highlight color is yellow. You cannot highlight answer options.</p> <p>🕒 On computers: Select text on the screen and then right-click with the mouse. A menu will open. Select [Highlight]. The selected text will become yellow.</p> <p>🕒 On tablets: Select text on the screen and then tap on the [Menu] button in the upper left corner. A menu will open. Select [Highlight]. The selected text will become yellow.</p> <p><i>Note: Text in images cannot be highlighted.</i></p>
Notepad	<p>Each question has a notepad that allows you to save a note or comment about the question. To open the notepad, open the context menu and select [Notepad].</p>
Strikethrough	<p>For selected-response questions, you can "cross out" an option. This may help you focus on what you think may be the right answer.</p>

⌚ On computers: Right-click on one of the options and choose **[Strikethrough]**.

⌚ On tablets: Tap on an option and then tap on the **[Menu]** button in the upper left corner. A menu will open. Select **[Strikethrough]**.

Tutorial

Each test question has a video tutorial. The tutorial explains how to answer that type of question. Open the context menu for an item and click **[Tutorial]**.

Test Rules

Basic Test Rules

- ⌚ You cannot skip questions. (You can flag [mark] a question for review and return to it later.)
- ⌚ You must answer all questions on a page before moving on to the next page. Some pages contain multiple questions. You may need to use the vertical scroll bar to view all questions on a page.
- ⌚ You may review past questions and change your answer (see Pause Rules below).

Pause Rules

- ⌚ You can pause your test at any time. You will be presented with a warning message asking you to verify that you want to pause the test.
 - **If your test is paused for less than 20 minutes**, you can review questions you already answered.
 - **If your test is paused for more than 20 minutes**, you cannot review questions you already answered. (The only exception is if you pause on a page that has at least one unanswered question.)
- ⌚ When you resume the test, you will see the first page that has unanswered questions.
- ⌚ If your test is idle for 20 minutes, the system will automatically pause the test and log you out.
- ⌚ All answers are saved immediately; you do not lose them when test is paused.

For Performance Task Tests:

If you are taking a test that includes performance tasks, you have no pause limit. You may pause the test for as long as you need to.

Navigation Rules

- ⌚ You cannot move forward in the test until all questions on the current page have been answered.
- ⌚ You can navigate to any available test page by clicking the **[Back]** or **[Next]** buttons or selecting a page from the "Questions" drop-down list at the top of the page.

About Print-on-Demand and Text-to-Speech

If you have Print-on-Demand or Text-to-Speech turned on for your test, read this section.

🕒 **Print-on-Demand**

You can request a printout of reading passages and/or questions.

- To print a passage, click the [**Print Passage**] button. Your print request will be sent to your TA for approval.
- To print a question, click the context menu for the question and select [**Print Item**]. Your print request will be sent to your TA for approval.

🕒 **Text-to-Speech (Speak)**

If you are taking a test with the secure browser, you can listen to passages, questions, and selected-response answer options.

- To listen to a reading passage, right-click anywhere on the passage and select the [**Speak**] option you want.
Note: You can also select a paragraph and right-click to listen to that paragraph only
- To listen to a question or answer option, right-click in that area. Select the [**Speak**] option you want.
 - Select [**Speak Question**] to listen only to the question.
 - Select [**Speak Question and Options**] to listen to the question and all the answer options. (This is available for selected-response questions.)