

ALT-OELPA TECHNOLOGY SKILLS CHECKLIST

Students with cognitive disabilities are not expected to perform all of the skills described in the checklist and may require assistance from the test administrator. The list below is subject to change as it is based on the currently available tools. It is highly suggested that you view available practice tests and sample items on available from the Ohio English Language Proficiency Tests portal.

| | Technology Skill for Online Assessments | Notes/Examples |
|-----------------------------|---|---|
| General Navigation | Ability to use and find navigation buttons | next, previous, login, logout, save, resume, and quit |
| | Double click | starting a program by double clicking the icon (laptop/desktop) |
| | Log in with support | logging in using a unique Username and Password |
| | Basic pointer skills and selection with mouse | clicking and moving a mouse / clicking and moving on a tablet |
| | Keyboarding (Basic) | entering brief responses requiring limited use of keyboard (letters/word) |
| | Keyboarding (Advanced) | entering responses requiring extended responses (sentences/multiple sentences) |
| | Scrolling | using scroll bars horizontally, vertically, within a page and in multiple windows |
| | Review | using a review screen before leaving a test section (answered, unanswered, bookmarked) |
| | Using an onscreen video/audio player & recorder | using online video, audio players and recorder to access and produce content |
| Universal Features* | Volume control | ability to adjust volume levels |
| | Strikethrough | ability to use strikethrough to eliminate answer choices |
| | Notepad | ability to use notepad feature as needed for responses |
| | Expandable passages and items | ability to use expand feature to view passages and items |
| | Mark for review | ability to mark items for later review |
| | Highlighter | ability to use highlighter tool to emphasize text |
| | Keyboard navigation | ability to use keyboard to navigate the assessment |
| | Item level zoom | ability to use zoom in and zoom out feature |
| Designated Supports* | Color choices | list of available color settings |
| | Line reader | highlighting individual lines of text in a reading package |
| | Masking | blocking off content that is not of immediate need or that may be distracting |
| | Mouse pointer | list of available mouse cursor sizes and colors |
| | Streamline mode | displays test content vertically for enhanced accessibility |
| | Print size / Zoom | list of all available zoom levels |
| General Answering | Constructed response & fill in the blank (limited & unlimited characters) | using finite space to fill in a blank or using a text box that will grow as you type...and knowing the difference between the two |
| | Drag and drop | understanding of drag and drop (drag letters, words and objects to the correct locations to answer questions) |
| | Hot spots | understanding that clicking on certain pictures, words or sentences provide answer selections and knowing when a hot spot has been selected |
| | Drop down menus | using drop down menus for selection purposes |

* Note: Universal features are available to all students on demand. Designated supports must be enabled in advance and are for students with plans that require them.