











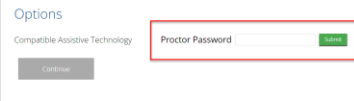
## RICAS Tools and Accommodations Reference Sheet



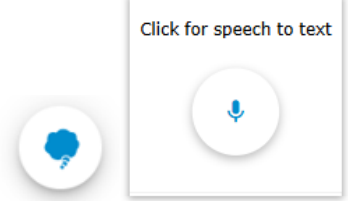
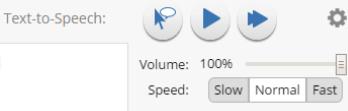
The following embedded tools are available to all students.


Icon	Description
	<b>Answer Eliminator:</b> Use the Answer Eliminator tool to cross-out multiple-choice answers on a test. Answer choices may not be selected while they are crossed-out.
	<b>Answer Masking:</b> Use the Answer Masking tool to hide an answer option. This will help you narrow down your correct answer. Click the eye icon again to display the answer option again.
	<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.
	<b>Calculator:</b> Available to all students for the <i>calculator session</i> (Session 2) of the grade 7 and grade 8 mathematics tests. Use the Calculator tool as you would use any calculator, but make sure you select your answer on the test after using the calculator.
	<b>Color Contrast:</b> Use the Color Contrast tool to change the background color and text color of the test content.
	<b>General Masking:</b> Use the General Masking tool to hide or mask certain portions of the screen; you may add multiple masking squares as well as reposition and resize the squares on the screen to hide more or less of the screen.
	<b>Highlighter:</b> Use the Highlighter tool to select text and highlight the selection. There are four colors to choose from for highlighting.

Icon	Description
	
	<p><b>Line Reader:</b> Use the Line Reader tool to move the tool up and down to help you read the text on the screen.</p>
	<p><b>Notepad:</b> Use the Notepad tool to type notes in the notepad for each separate test question. Notes on passages are viewable for all items pertaining to the passage. The notepad can be moved around on the screen as desired.</p>
	<p><b>Reverse Contrast:</b> Use the Reverse Contrast tool to invert all color values on the screen.</p>
	<p><b>Ruler:</b> The ruler tool will be available for specific items and allows a student to measure in centimeters or inches. The ruler is partially translucent and can be rotated, moved, and resized.</p>
<p>Screen Zoom: </p>	<p><b>Screen Zoom:</b> Use the Screen Zoom tool to zoom your screen to 100%, 150%, 200% or 300%.</p>
	<p><b>Spell Check:</b> Use spell check on constructed response items. Spell check will be available for all students for Mathematics.</p>

The following embedded accessibility features and accommodations are available for some students. These accessibility features and accommodations must be selected in advance by indicating in the appropriate column of the Student Registration file or by selecting for the student in the RICAS Portal on the Students page.

Icon	Description	Student Registration Column
	<p><b>Calculator Device:</b> Calculators will be embedded in the RICAS Student Kiosk for non-calculator sessions if selected.</p>	<p><b>Column AF</b></p>
	<p><b>Compatible Assistive Technology:</b> This accommodation allows certain external assistive technologies to work with the Windows RICAS Student Kiosk. The proctor will be required to enter the</p>	<p><b>Column AM</b></p>

Icon	Description	Student Registration Column	
	<p>proctor password on the Options page to enable Compatible Assistive Technology accommodation. When enabled, you will be allowed to use assistive technology while testing.</p>		
	<p><b>Mouse Pointer/Enlarged Cursor:</b> Students can select an enlarged cursor/mouse size with or without a different color.</p>	<b>Column Q</b>	
	<p><b>Spell Check for ELA only:</b> Use spell check on constructed response items. Spell check is an accommodation for ELA.</p>	<b>Column AG</b>	
	<p><b>Speech-to-Text:</b> Students can utilize the speech-to-text tool for constructed response questions.</p>	<b>Standard:</b>	<b>Column W</b>
		<b>Special:</b>	<b>Column AC</b>
	<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 Selector button to listen to a specific portion of the source or item again.</li> <li>• Click the Play button to listen to the entire item from beginning to end. You may pause or stop at any time.</li> <li>• Click the Skip button to skip listening to the source and go directly to the test question.</li> <li>• Click the Gear icon button to change the volume or speed of the text being read aloud.</li> </ul>	<b>Standard:</b>	<b>Column S</b>
		<b>Special:</b>	<b>Column Y</b>

Icon	Description	Student Registration Column	
	<p><b>Word Prediction:</b> Students can utilize the word prediction tool for constructed response questions. The word prediction icon will appear in the lower-right corner of the screen once you click into the constructed response box.</p>	<b>Standard:</b>	<b>Column X</b>
		<b>Special:</b>	<b>Column AD</b>

The table below presents a list of external accommodations for RICAS. These accommodations must be selected in advance by indicating in the appropriate column of the Student Registration file or by selecting for the student in the RICAS Portal on the Students page.

Accommodation	Student Registration Column
Bilingual Dictionary and Glossary	<b>Column AN</b>
Braille Test Edition	<b>Column AJ</b>
Graphic Organizer Reference Sheet	<b>Column R</b>
Human Read Aloud as a Standard Accommodation	<b>Column T</b>
Human Read Aloud as a Special Access Accommodation	<b>Column Z</b>
Human Scribe as a Standard Accommodation	<b>Column V</b>
Human Scribe as a Special Access Accommodation	<b>Column AB</b>
Human Signer as a Standard Accommodation	<b>Column U</b>
Human Signer as a Special Access Accommodation	<b>Column AA</b>
Large Print Test Edition	<b>Column AI</b>
Spanish/English Edition Test	<b>Column AE</b>
Typed Responses	<b>Column AH</b>
Screen Reader Edition	<b>Column AL</b>