

TAKING WORKKEYS ONLINE

Using a Screen Reader

- PROGRAM: NATIONAL, STATE ■ PRODUCT: WORKKEYS ASSESSMENT
- AUDIENCE: EXAMINEES

WorkKeys Assessment: The WorkKeys assessment tests include Applied Math, Graphic Literacy, and Workplace Documents.

Screen Reader Practice Test: A practice version of the screen reader compatible online test is available using the Create Account link found here:
<https://testregistration.org/rsp/Login.do?event=go&realm=20770563>

You should use this practice test in advance of your test date to familiarize yourself with the format and confirm screen reader functionality in all areas of the test. There may be other settings you wish to have ready before the test. Please use our screen reader compatible practice test to make any adjustments you need ahead of time.

Please review the additional information below carefully to navigate the test successfully.

Practice Test Instructions

Use the *Examinee Online Practice Test Instructions* found here to learn how to create an account:

<https://www.act.org/content/dam/act/unsecured/documents/pdfs/ACTWK-Online-Practice-Test-Instructions.pdf>

When you register for a practice test, you'll need to select the practice test that has the name "Screen Reader" in the title.

Before you plan to test, work with your site administrator to order the paper test prep materials that accompany this screen reader compatible practice test.

Technical Requirements

Due to the importance of consistency for standardized tests, only the following browsers and screen readers are supported at this time:

Web Browser:

- Chrome 93+
- Mozilla Firefox 90+

Operating System:

- Chrome 93+
- Windows 8.1+

Screen Readers:

- JAWS
- NVDA with Access8Math

Header Navigation

Using header navigation, you can skip to header level 3 on any page that has an item. This will adjust focus to the item. Usually this is done by hitting the number 3 on the keyboard. Other key sections have been marked using headings as well, and these can be navigated to by using **H** or **Shift + H**.

Radio Button Behavior

Navigating up and down a list of radio buttons will not select or change your answer. Use the Spacebar or Enter to select or change an answer. You can then tab out to go to the next element. This is to help ensure answers are not accidentally selected or changed.

General Screen Reader Knowledge Recommended

Tables: When encountering a table, it will be helpful to know how to use your screen reader's table mode. Tables can be navigated manually as well. You may use your supplemental material, such as tactile graphics, to help with reading the tables.

Punctuation: Punctuation is important in some tests, so being able to adjust the amount of spoken punctuation as needed will be necessary. Please ensure you know how to adjust your screen reader's punctuation settings during the test so you can choose whether to hear all punctuation.

Multiple Items Referencing One Passage

Although there is only one question per page, sometimes there will be multiple questions that refer to the same information or passage. The same passage in Workplace Documents or Graphic Literacy, for example, may appear on multiple pages in a row, but the questions will be different.

Applied Math

Accessible Calculators: Please refer to the [ACT Calculator Policy](#) for full details on the use of an accessible calculator. The policy is found here:

<https://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf>

NVDA: If you are using NVDA, you will need to have Access8Math installed. This NVDA compatible math reader plugin is available to download for free.

MathML: Math expressions on the test should have labels available, but due to potentially significant differences in the way screen readers read MathML, we recommend testing your screen reader settings and devices ahead of time. You can use the alternate format provided (usually braille) or your test administrator can read from the reader's script available if you need clarification about the way math should be read.

Punctuation: If you notice that you do not hear all characters in a math expression, such as parentheses and math operators, you may need to adjust your Punctuation settings to read all punctuation during the mathematics test.

Notation characters: Please be sure to read math and science notation character by character for clarity as needed.

Unintended way of reading characters: Within screen readers, there are idiosyncrasies that may cause certain characters to be read in an unintended way. Make sure you are familiar with your screen reader's pronunciation of math characters so that you will not be confused. Please note the following is not a complete list but are known issues.

- In JAWS:
 - A "line segment" mark may be read as "macron."
 - "Greater than" or "less than" symbols may be read as only "greater" or "less."
 - A "prime" mark may be read as "apostrophe."