

## Notes on iPad

### Accommodation(s): Speech to Text+ Text to Speech

#### Before Test Day

- Ensure that **Notes** is loaded on the iPad(s) that will be used for testing.
- If you already have Notes on the iPad, be sure that any previous notes have been saved and then deleted from the device
- Ensure that Voice Recognition is Enabled/Available on Device (Devices must have iOS 8 or greater for this feature)
  - Open “Settings”
  - Select Keyboard
  - “Enable Dictation” should be in the on position (green)
  - Ensure that the following are DISABLED (white)
    - Auto-capitalization
    - Auto-correction
    - Check spelling
    - Enable caps lock
    - Shortcuts
    - Predictive
    - Split keyboard
    - “.” shortcut
- Ensure Text to Speech is enabled
  - Open “Settings”
  - Select “Accessibility”
  - Select “Speak Selection” (allows student to speak selection when they highlight text).
- Ensure that testing is completed in a room with a computer available
- Campus IT should manually set Guided Access Prior to Testing
  - Block access to certain buttons by drawing boxes around with your finger (<Notes button and upload button))
  - Turn on hardware button options to allow for sleep/wake, volume, and keyboard buttons; disable motion (lock rotation button)
- Campus IT completes Disable Camera and Internet Access form (sent 3/3/17)

#### On Morning of Test

- Make sure **Notes** app is open
- Start **Guided Access**

#### After the Student has Finished Writing

- Depending on the tests and accommodations either the student or the test administrator will transcribe by typing into the student’s TestNav exactly as it was dictated into the iPad.
- When transcription is finished, exit guided access by triple clicking the home button and entering the password and then delete the file from the Notes app.

**\*\* Actively monitor students throughout testing\*\***