

# Test Preparation and Administration Guide

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## Notes:

- This document is excerpted from the *Kurzweil 3000 for Windows User's Guide Version 10*, where it appears as Chapter 20.
- Cross-references that appear in [blue](#) are active links. All other cross-references are inoperative, but refer to accurate locations in other chapters of the *Kurzweil 3000 for Windows User's Guide Version 10*.

This chapter includes the following topics:

- [About Test and Worksheet Preparation](#) on page 2.
- [Preparing Tests and Worksheets](#) on page 3.
- [Preparing Secure Tests](#) on page 7.
- [Customizing Kurzweil 3000 for Test Taking](#) on page 9.
- [Inserting Images into Your Documents](#) on page 324
- [Enabling or Disabling Kurzweil 3000 Features](#) on page 11.
- [Administering a Test](#) on page 14.

## About Test and Worksheet Preparation

Frequently, the document you are preparing is a test or worksheet. As a teacher you will find that Kurzweil 3000 makes it easy to:

Prepare and administer tests and worksheets.

- Have all students take the same test, without the assistance of human reading aides.
- Specify points at which the system automatically pauses in reading, cuing the student to provide an answer.
- Customize the reading order of material using zone editing.

Accommodate a wide range of student abilities in testing situations.

- Customize Kurzweil 3000 tools for individual students.
- Control access to reference aids such as the dictionary and Spell Checker.
- Provide reminders and/or memory joggers through electronic notes.

Provide performance feedback.

Choose from a number of ways to evaluate tests and provide feedback. For example, you can print out the completed test or worksheet, correct it, and hand it back or use Notes within the Kurzweil 3000 version of a test.

## Preparing Tests and Worksheets

Kurzweil 3000 provides a number of features to help you prepare different types of test documents and worksheets.

Kurzweil 3000 can handle many types of tests and worksheets, including:

- Multiple Choice
- Fill in the Blanks
- True or False
- Essay

After you have brought the test or worksheet into Kurzweil 3000 and prepared it for optimum reading using the document preparation tasks detailed in *Chapter 19, Document Preparation*, you will often want to do the following:

- Add Sticky Notes, Voice Notes or Bubble Notes that provide instructions or other guidance to test takers.
- Use the **Fill in the Blanks** feature to add empty Text Notes or Voice Notes to hold answers.
- Insert images on which test questions are based.
- Add security features. Kurzweil 3000 provides a number of features that let you create secure test documents, which may be a requirement for standardized tests. See [Preparing Secure Tests](#) on page 7.

**Note:** If you plan to use annotations such as Sticky Notes, Text Notes, and Footnotes in a document, you should always complete any re-recognition of pages or zone editing first, as annotations are discarded by these processes. See *Re-Recognizing Pages* on page 298 and *Zone Editing Image Documents* on page 288 for more information on these procedures.

## Test Preparation Tools

Depending on the format, you might use one or more of the following Kurzweil 3000 tools to prepare your test or worksheet.

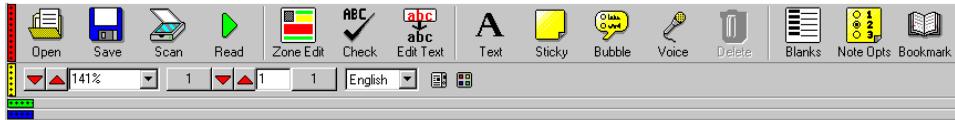
Use:

- **Zone Editing** to optimize the reading order or to not have Kurzweil 3000 read unwanted text. See *Zone Editing Image Documents* on page 288.
- **Pause at Bookmarks** to direct Kurzweil 3000 to stop at places in a test where you have added a Bookmark. This can be useful if you want to add an instruction or some other information but you don't want it to be visible unless a student opens the Bookmark. See the procedure *To pause at Bookmarks during reading*: on page 107 to select **Pause at Bookmarks**.
- **Pause at Empty Notes** in conjunction with the **Fill in the Blanks** feature to direct Kurzweil 3000 to pause reading when it comes to an empty Text Note or Voice Note. This ensures that Kurzweil 3000 stops reading at each place a student needs to type or record an answer. See *Preparing Fill in the Blanks and True or False Tests* on page 5, and the *Reading Options Pane* on page 31 to select the **Pause at Empty Notes** option.
- **Sticky Notes, Text Notes** and **Bubble Notes** to insert instructions or questions. See *Working with Notes* on page 97, and *Chapter 17, Setting Up Bubble Notes*.
- **Highlighting** or **Circles** to highlight vocabulary words or other areas of special interest. See *Working with Color Highlighters and Text Circle Tools* on page 81.
- **Find Columns** (deselect) to help Kurzweil 3000 to properly recognize text when there are no columns. See *Setting Column Recognition* on page 272.

After preparing the test, check the text and annotations for clarity and ease of use by using the **Read** function.

## The Test Preparation Toolbar Set

To make preparing tests and worksheets easier, Kurzweil 3000 includes the **Test Preparation** toolbar set, which provides quick access to most of the tools listed above, as well as the **Reading** toolbar.



See *Applying Sample Toolbar Sets* on page 223 for information on displaying the **Test Preparation** toolbar set.

## Preparing Multiple Choice Tests

Create the test in any word processor, and bring it into Kurzweil 3000, either by scanning it or by using the KESI Virtual Printer to open it.

Students can use the Highlighters or Circle tools to identify the correct answer. If the test is an image document, you can insert empty Text Notes next to each question. Students can then enter the answer in the Text Notes.

## Preparing Fill in the Blanks and True or False Tests

Fill in the Blanks and True or False tests typically present a question along with a blank line where students can write an answer. For example:

The longest river in the world is the \_\_\_\_\_ River.

You can use the Kurzweil 3000 **Fill in the Blanks** feature to automatically place a Text Note at the beginning of the blank(s) of each question in the test or worksheet.

The **Fill in the Blanks** feature places Text Notes by default, but you can also choose to have it place empty Voice Notes instead. In this case, a student would click on the Voice Note marker and use the system microphone to record his or her answer.

To insert Voice Notes instead of Text Notes, open the **Tools** menu, and choose **Options**. In the **Options** dialog box, click the **Image** button. In the

**Image Options** pane, choose **Voice Notes** from the **Fill in the Blanks** menu.

Create the test in any word processor, and bring it into Kurzweil 3000 either by scanning it, opening it into Kurzweil 3000 or using the KESI Virtual Printer. Then, from the **Tools** menu, choose **Fill in the Blanks**.

Kurzweil 3000 searches the current page and automatically inserts either a Text Note or a Voice Note at every blank. Students simply click on (or tab to) the Text Note or click on the Voice Note, and type or record the answer. For Text Notes, if the answer is elsewhere in the test material, students can also drag and drop it into the Text Note.

You can also use this feature for True or False tests, worksheets and forms.

**Note:** This feature works with black and white documents, but not with color documents, and on only one page at a time; you must apply the **Fill in the Blanks** command to each page of a test.

If there are unwanted Text Notes or Voice Notes created, click inside one and select **Delete Note** from the right mouse button menu, or open the **Tools** menu, click **Note**, and select **Delete Note**. You can also remove multiple Notes at one time. See the procedure *To remove multiple Notes from an image document:* on page 102.

**Tip:** Though **Auto Width** is often the best, you can set a specific size for the Text Notes created with **Fill in the Blanks** by using the **Initial Width** setting in the **Note Options** dialog box. You may want to do this if all the blanks are the same size. See *Changing Sticky Note and Text Note Settings* on page 103.

## Preparing Prose or Essay Response Tests

For best results, avoid including lines for essay responses on the test. If your test has lines for other students, consider editing them out for students who will be using Kurzweil 3000. Have the students use Text Notes to compose their responses. They can use standard word processing/editing functions in Text Notes.

You could put an empty Text Note in the test as a starting place for the students, eliminating the need for them to create one themselves.

## Preparing Secure Tests

Kurzweil 3000 provides a number of features that let you create both secure tests and secure testing environments. The kind of control these features provide is especially important when you are administering standardized tests, as they ensure that test takers cannot use Kurzweil 3000 functions (Spell Check, Dictionary lookup, etc.) that might compromise test results.

Use the following Kurzweil 3000 features to create secure test documents:

**Custom Toolbars:** Use the **Customize Toolbars** dialog box to create a toolbar set that provides only the necessary functions, such as **Read** (and the **Reading** toolbar), Highlighters/Circle tools for completing the test. See *Customizing Toolbars* on page 218.

**Document Properties:** Use the **Document Properties** dialog box options to secure a document as follows:

- Select the **Prevent Printing** and **Prevent Copying** options to prevent these operations from within Kurzweil 3000.
- Set **encryption** on the document so that unauthorized copies cannot be easily accessed.
- Select the **Save Toolbars with Document** option to ensure that each copy of the test document includes only authorized toolbars.
- Select **Save Feature Locks in Document** to save the current settings in the **Lock Features** dialog box with the document. This ensures that whenever this document is opened with Kurzweil 3000, only authorized features are available.

**Note:** These “document-level” feature locks override both machine-level feature locks and feature locks that are broadcast by the Kurzweil 3000 Network Engine. See *Lock Features* on page 8.

See *Setting Document Properties* on page 344, for detailed information.

Use the following Kurzweil 3000 features to create secure test-taking environments:

**Lock Features:** Use the **Lock Features** dialog box to disable Kurzweil 3000 features on each PC on which students will take the test. These locks are considered to be “machine-level” feature locks in that they affect all Kurzweil 3000 user accounts on a given PC, regardless of the account they were set from.

Some of the features you should consider locking/disabling are:

- Features that might give students an unfair advantage, such as **Spell Check**, **Dictionary Lookup** and **Word Prediction**.
- Features such as **Customization**, **Zone Editing** and **Edit Underlying Text** that prevent students from changing custom toolbars and the content of the test document.

For more information about locking features during testing, see [Enabling or Disabling Kurzweil 3000 Features](#) on page 11.

**Note for Kurzweil 3000 Network edition:** If you are on a Kurzweil 3000 Network, you can use the **Broadcast Feature Locks** function to disable features for all Clients that connect to the Kurzweil 3000 Network Engine. Remember that the locks do not affect currently logged in users. See the *Kurzweil 3000 for Windows Network Installation and Administration Guide* for more information on broadcasting feature locks.

## Customizing Kurzweil 3000 for Test Taking

There are two main reasons why you would want to customize Kurzweil 3000 features for test taking:

- To turn off certain features that students will not need or that will distract them.
- To accommodate students who have special challenges.

You or your student(s) may have already set up the Kurzweil 3000 features and environment to work the way they prefer or need. If so, you may only need to skim this section as many of the features mentioned here are explained in *Chapter 14, Customizing Kurzweil 3000*.

Once you've made some of these changes, only minor tweaks are necessary when you're ready to administer a test. The beauty of Kurzweil 3000 is its versatility. You can create one test, but personalize it and customize the Kurzweil 3000 test environment for individual students.

The following is a list of features that you can use to customize Kurzweil 3000 to easily accommodate students' requirements for regular use as well as for test taking. The majority of these settings are in the **Options** panes, accessible from the **Tools** menu.

- Change the reading speed. If a student is accustomed to a faster reading speed, a slower one may be in order when taking tests. Find this setting in the **Reading Options** pane.
- Set the **Pause at Bookmarks** and/or the **Pause at Empty Notes** feature in the **Reading Options** pane to insert pauses while Kurzweil 3000 reads the test. This provides students with audible cues to answer questions.
- Turn the **Read Footnotes When Opened** option on or off in the **Reading Options** pane. You could create one test for all the students, embed footnotes for and turn reading footnotes on for those who need it.
- Turn **Speak as Typing** on or off as a proofreading tool. Find this setting in the **General Options** pane.
- Have Kurzweil 3000 read buttons, messages and menus aloud. See **Speak Buttons** and **Speak Messages** in the **General Options** pane.

- Create a special toolbar set by using **Customize Toolbars**. Access this feature from the **Tools** menu or from the **Toolbar** shortcut menu.
- Show or hide certain toolbars. You can do this in the **General Options** pane or from the **Toolbar** shortcut menu.

## Enabling or Disabling Kurzweil 3000 Features

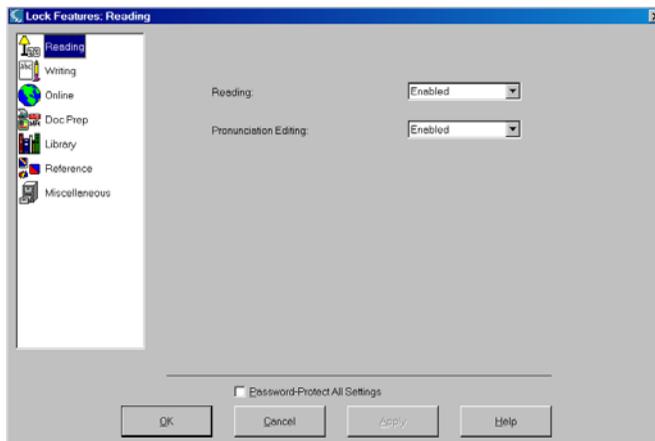
In addition to the customization mentioned in *Customizing Kurzweil 3000 for Test Taking* on page 9, you can choose to disable many Kurzweil 3000 features using the settings in the **Lock Features** dialog box. Outside of test taking, you might want to lock a feature like **File Encryption**, to limit the ability of students to encrypt files. See *Setting Document Properties* on page 344.

**Note:** **Lock Features** settings cannot be changed by restricted users on Windows 2000 or Windows XP.

### To enable or disable a setting:

1. From the **Tools** menu, choose **Lock Features**.

The **Lock Features** dialog box appears.



A list of icons appears on the left. When you click an icon, Kurzweil 3000 displays a group of associated features. Each feature has a menu list that contains two options: **Enabled** and **Disabled**.

By default, all of the features except for **Add/Edit Registration** in the **Online** pane and **Password-Protect Features** are enabled and available.

2. Lock or unlock features as desired. Click on an icon, and from each features menu list, select either **Enable** to unlock a feature or **Disable** to lock it.
3. Now you can either set a password or click **OK** to apply the changes and close the dialog box. See [Specifying a Password for Lock Features Settings](#) on page 13.

## Some Features You Might Want to Disable

The following are a few Kurzweil 3000 features you might want to disable.

**Customize.** You may want to disable customization so that students cannot modify any settings. When **Customization** is disabled, the following items are not available:

- **Customize** from the **Tools** menu.
- The **Customize Toolbars** command from the **Toolbar** right mouse button menu.

**Edit Underlying Text.** Since the majority of the time, Kurzweil 3000 documents are image documents, it's wise not to provide students with the ability to edit the underlying text of a document. When **Underlying Text Editing** is disabled, the following functions are also disabled:

- **Change** and **Read** in the **Spell Check** dialog box.
- **Replace** and **Replace All** in the **Replace** dialog box.

**Online Access.** This disables **Read the Web** and the features on the **Online** menu, preventing students from accessing online material from Kurzweil 3000.

### Notes:

- **Lock Features** settings can't be modified by restricted users on Windows 2000 or Windows XP.
- Options in the **Lock Features** dialog box are specific to the computer on which they are set. This means that you must enable or disable test taking options on every machine on which the test is administered.

- It is important to remember that feature locks are applied at the “machine-level”, that is, any locks you set while logged on to one Kurzweil 3000 user account apply to all other Kurzweil 3000 user accounts on a particular computer. For example, if you are logged on to Jane's user account and you lock **Reading**, and then you exit from Kurzweil 3000, when Steve, Mark, or Nancy log on, the **Reading** function is also locked for them.
- If you are on a Kurzweil 3000 Network, and the Network's **Broadcast Feature Locks** option is active, you can view the **Lock Features** dialog box but you cannot make changes.

For information on the **Broadcast Feature Locks** option, see the *Kurzweil 3000 for Windows Network Installation and Administration Guide*, or the Kurzweil 3000 Network Administrator online Help.

## Specifying a Password for Lock Features Settings

Typically, when you disable features in the **Lock Features** dialog box, you do it to prevent students from using certain features during tests. Therefore, you should create a password so that only you can re-enable locked features.

When you set a password, none of the features in the dialog box can be enabled or disabled without first entering a valid password.

### To set a password for the Lock Features dialog box:

1. At the bottom of the **Lock Features** dialog box, select the **Password-Protect Features** check box.

The **Create Password** dialog box appears.

2. Type a password in the **Password** text box and retype it in the **Confirm** text box, then click **OK**.

If you set up a password, you are prompted to enter the password each time you attempt to enable or disable a feature's check boxes. If you are planning on making multiple changes, you should remove the password first.

## To remove the password:

1. In the **Lock Features** dialog box, clear the **Password-Protect Features** check box.
2. In the **Enter Password** dialog box, enter your password, and click **OK**.  
Kurzweil 3000 removes the password. You can now enable and disable features without having to enter a password.

## Administering a Test

When you administer a test, it's important to work with students to understand how they can best interact with the material. For example, some may be able to fill in answers on a printed copy of the test if Kurzweil 3000 reads the questions out loud. Others might need to provide verbal answers (using Voice Notes) within Kurzweil 3000 itself.

Other tips for successfully administering a test:

- Provide sufficient training on the system before using it to administer tests. Help students determine personal settings that work best. Make sure they can adjust reading speed and dual highlighting colors.
- Make sure students are familiar with the specifics of test taking using Kurzweil 3000. For example, tell them how to use Fill in the Blanks and Text Notes to complete a scanned test.
- Tell students how to submit the test. In some cases, it's appropriate for them to print the test; in other cases, they may need to save the completed test file and provide it on a diskette or save it to a given directory.

If you want students to print their test documents, for best results, advise them to use the **Fit to Paper** setting on the **Print** dialog box.