Technology Skills for NGSA and RICAS
Computer-Based Assessments

The technology skills listed below are used in grades 3 and up (unless otherwise noted) and are inclusive of all test item formats. Required technology skills change from one grade level to another and vary from one content area to another. Please view the practice tests for each state assessment your child will take to see how these skills are used during testing.

Skills	Examples and Notes
General Navigation Skills	
Using navigation buttons	Login, logout, username, password, save, resume, quit
Pointing and selecting	Single-click/double-click/right-click/click-and-drag/highlight text/move mouse pointer
Browsing tabs and windows	Distinguish between tabs and windows (dialogue boxes); open/close/select/switch
Keyboarding	Identify, locate, use letter, number, and punctuation keys to enter characters; use special keys (e.g., enter/return, spacebar, delete, backspace, tab, etc.)
Scrolling	Scroll horizontally and vertically, within and across pages or screen views
Screen zoom	Enlarge the whole screen or a portion of the screen
Enlarged mouse/cursor	Select desired size of cursor on accommodations page
Switching to streamline mode (NGSA only)	Click on arrow to expand either left or right side of screen
Video player (NGSA only)	Play, stop, pause
Accessibility Features and Accommodations	
Text-to-speech	Use a text-to-speech reader or hear content by using play/stop/pause button
Speech-to-text	Click on the microphone icon to use voice recognition to turn spoken words into text; speak clearly and words will appear as text on the screen
Pop-up glossary	Hover over a word and its definition, close
Color contrast	Alter background or text color
Eliminating answer choices /masking answers	Reduce the visible answer choices to one.
Line readers	Use a digital line reader/guide to aid in reading text onscreen
Highlighting text	Use a pointing device (such as a mouse) to highlight text
General Answering	
Inputting text	Use finite space (or a text box that scrolls as you type) to respond to constructed response and fill-in-the-blank test items
Using line readers/guides	Use a digital line reader/guide to aid in reading text onscreen
Dragging and dropping	Distinguish between instances when an answer option can be used only once or can be dragged and dropped multiple times.
Selecting hot spots	Click certain areas of a picture/diagram to reveal more information or provide answer choices
Selecting from drop-down menus	Use a drop-down menu to make a selection
Highlighter tool	Use a pointing device (such as a mouse) to highlight text in four colors: yellow, pink, purple and green
Multiple-select vs. multiple choice	Know the difference between these two item types and select multiple responses when required to do so
Extracting text	Highlight and drag and drop text in a specific location

Skills	Examples and Notes
Word processing	Basic features (e.g. font, size, bold, italics, underline, bulleting), spell checker (only available for students with an accommodation)
Understanding simulations	Analyze a topic or solve a problem by consulting several kinds of stimuli or media within a single test item (e.g., graph + passage)
Invalid entry	Understand what can and cannot go in certain response areas of the test (e.g. typing words instead of a required numeric response)
Math Tools	
Manipulating points/shapes/bars	Work with picture and bar graphs; click, drag, resize, rotate, invert
Manipulating points/lines	Draw lines of symmetry on shapes by selecting two end points; work with function graphs (beginning in grade 5)
Using slide bars/clicking	Using slide bars and/or clicking to plot points on interactive number lines
Manipulating fraction models	Highlight sections; change the number of sections
Rotating digital objects	Rotate objects (beginning in grade 8)
Using legends/keys	Use legends and keys (e.g., reference sheets).
Draw best fit lines	Draw line using two points to show best fit line for plotted points on graph
Solving problems using equation editor	Use an embedded equation editor
Using onscreen rulers	Use an onscreen ruler to measure inches (1/4 in. in grade 3; 1/8 in. grades 4 and 5) and centimeters (beginning in grade 6)
Using calculators	Use an embedded calculator (for RICAS, a 4-function with square root beginning in grade 7; scientific calculator beginning in grade 8; for NGSA, a DESMOS calculator, but students can use handheld calculators if they prefer).
Mathematics reference sheets (RICAS only)	Access the standard online reference sheets (grades 5 -8)
Periodic Table (NGSA only)	Access the Periodic Table (grades 8 and 11)