Using Kurzweil 3000 as a Testing Accommodation
Three Step Process Overview

Step 1: Getting the Test into Kurzweil 3000

There are two easy methods to get a test into Kurzweil 3000, either:

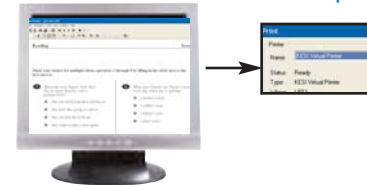A. Open Kurzweil 3000 and scan the paper version of the test.

OR

B. Open the electronic version of the test (e.g., .pdf, .doc, .txt, .rtf, etc.), then convert into Kurzweil 3000 using the KESI Virtual Printer option.
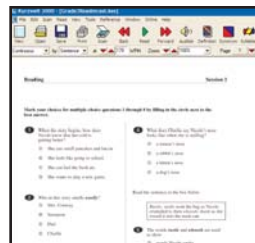
Start Kurzweil 3000 and click on the Scan Icon

Open the electronic file

Use KESI Virtual Printer option

Test Appears in Kurzweil 3000 format

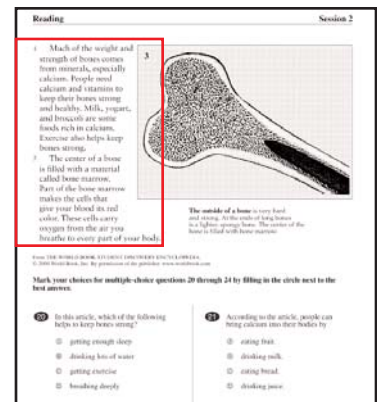## Step 2: Proof, Edit and Distribute the Test

Once the test document is in Kurzweil 3000, it should be checked for accuracy since some recognition errors may have occurred. Once this process is completed — it doesn't take long — the document is ready for distribution on test day. The recommended sequence to proof, edit and distribute a test is:

1. Read the page aloud.

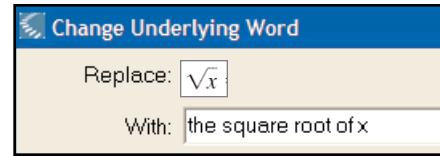2. Check the reading order and, if necessary, change the reading order and/or identify passages that should not be read aloud.

For example, test requirements may permit the test questions to be read aloud, but not the sample reading passage.

This passage will not be read aloud

3. Edit underlying text to correct any recognition errors.

For example, this math question needs to be edited to be read correctly since math symbols are not always recognized properly by optical character recognition software.

What is the solution to the equation $\sqrt{x} = 16$?

The editing is easy to do. Simply select the text, then use the Change Underlying Word option to make the change by typing in the phrase to be read aloud.

Change Underlying Word

Replace: $\sqrt{x}$

With: the square root of x

4. Test may be copied to CD for secure dissemination on test day.

Step 3: Designate Which Features of Kurzweil 3000 Will Be Available During Testing For Individual Students

Kurzweil 3000 allows educators to customize testing accommodations to conform to individual IEP specifications. Tools such as dictionaries, spell checking, thesaurus and word prediction can be disabled or enabled for each student according to their IEP and the changes are reflected in the Kurzweil 3000 toolbar. The password feature prevents students from changing the designation during the test.

Default Toolbar with Word Support Features

New   Open   Save   Print   Scan   Back   Read   Forward   Audible   Definition   Synonym   Syllables   Spell   Help

Customized Toolbar Example #1 — Toolbar features have been restricted to simple reading functions for testing purposes (may be appropriate for high stakes testing situations).

Open   Back   Read   Forward

Customized Toolbar Example #2 — Additional product features can easily be included on the toolbar to allow the student to respond electronically to test questions.

Open   Save   Print   Back   Read   Forward   Yellow   Erase   Text   Delete

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